



# 2024 CLEAN ELECTIONS WORKSHOP

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# Workshop Overview

- Arizona Citizens Clean Elections Act
- Arizona Election Basics
- \$5 Qualifying Contributions
- Clean Elections Funding: Applying and Qualifying
- Campaign Finance: Reporting Requirements, Contributions, Expenditures, and Usage of Funds
- Voter Education: Candidate Statement Pamphlets, Debates, and Commission Tools

ARIZONA

***Citizens Clean Elections Act***

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# What is the Citizens Clean Elections Act?

- In 1998, the people of Arizona passed the Citizens Clean Elections Act.
- The Act promotes participation in democracy and fights corruption in politics.
- The Act established a campaign finance system which includes:
  - Voter education,
  - Campaign finance enforcement, and
  - The distribution of Clean Elections funding.

## Clean Elections' Purpose

- To restore citizen participation and confidence in our political system, improve the integrity of Arizona State government and promote freedom of speech under the U.S. and Arizona Constitutions.

# Where does Clean Elections Funding come from?

- The Clean Elections Commission does not receive appropriations from the legislature.
  - No tax dollars from the general fund.
  - Funding for the Commission and candidates is NOT taxpayer monies.
- Independent funding created by voters.
  - \$5 contributions, collected by Participating Candidates in order to qualify for funding.
  - A 10% surcharge assessed on civil penalties and criminal fines throughout the state.
  - Commission penalties assessed through enforcement actions.
  - Small voluntary donations (rare).

# ARIZONA ELECTIONS

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*The Basics*

# Recognized Parties and Independents

- Currently recognized in Arizona:
  - Democratic
  - Libertarian
  - Republican
  - Green Party
  - (No Labels)- court case
- Parties must qualify for ballot recognition via petition.
- Maintaining recognition is dependent upon the number of registered voters or the number of votes cast at the last general election for the office of governor.
- Independent - Any registered voter that is not a member of a recognized party.
  - Independent candidates may qualify for the General Election ballot under a §16-341 designation.
  - Independent candidates do not appear on the Primary Election ballot.

# Statement of Organization and Statement of Interest

- Candidates are required to register as a committee by filing a Statement of Organization with the Secretary of State's Office
  - Filed electronically via the campaign finance reporting system.
  - Must file within 10 days of receiving contributions or made expenditures of \$1,300 - in any combination.
- The Commission recommends individuals considering participation in the clean elections program file a Statement of Organization before making any expenditures or accepting any contributions.
- Potential candidates are also required to file a Statement of Interest with the Secretary of State's Office.

# Becoming a Participating Candidate

STATE OF ARIZONA  
APPLICATION FOR CERTIFICATION  
AS A PARTICIPATING CANDIDATE

Pursuant to Arizona Revised Statutes §§16-947 and 948 and AAC R2-20-104 (D)

COMMITTEE ID NUMBER: 200810011

DATE: 5/16/2008

NAME OF CANDIDATE: JOE CANDIDATE

OFFICE SOUGHT: STATE SENATOR - DISTRICT NO. 30

PARTY AFFILIATION: REPUBLICAN

ELECTION CYCLE: 2008

CANDIDATE'S ADDRESS: 123 USA STREET, PHOENIX, AZ 85000

CANDIDATE'S TELEPHONE #: (602) 555-0000

CANDIDATE'S FAX #: (602) 555-0001

CANDIDATE'S EMAIL ADDRESS: ELECTCANDIDATE@AZCLEANELECTIONS.GOV

NAME OF POLITICAL COMMITTEE: JOE CANDIDATE

COMMITTEE ADDRESS: 123 USA STREET, YOUR CITY, AZ 85000

COMMITTEE MAILING ADDRESS (if different from above): 123 USA STREET, YOUR CITY, AZ 85000

COMMITTEE TELEPHONE #: (602) 555-0000

COMMITTEE FAX #: (602) 555-0001

COMMITTEE EMAIL ADDRESS: ELECTCANDIDATE@AZCLEANELECTIONS.GOV

NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16-948):

DESIGNATED INDIVIDUAL'S ADDRESS: CITY, STATE, ZIP

DESIGNATED INDIVIDUAL'S TELEPHONE #: DESIGNATED INDIVIDUAL'S FAX #: DESIGNATED INDIVIDUAL'S EMAIL:

LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (Do not list account numbers). (A.R.S. §16-948(A))

NAME OF FINANCIAL INSTITUTION: BANK OF AMERICA

DESIGNATED CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate \_\_\_\_\_ as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

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- File Application for Certification as a Participating Candidate:
  - Filed with Secretary of State's Office.
  - Reviewed by Commission Staff.
  - Deadline is July 23, 2024
- If Statement of Organization is filed the same day as Application for Certification, no campaign finance report is necessary.
- If filed separately, a campaign finance report detailing all financial activity is required.
- Candidates are notified within 7 calendar days if they are certified.

# Required Candidate Filings for Running for Office

- Any person desiring to become a statewide or legislative candidate and to have the person's name printed on the official ballot shall file with the Secretary of State's Office:
  - Nomination Petitions
  - Nomination Paper
  - Financial Disclosure Statement
    - Filed electronically by e-mail to [financial.disclosure@azsos.gov](mailto:financial.disclosure@azsos.gov)
    - No longer needs to be notarized.
  - Candidate Filing Period: March 2, 2024 through April 1, 2024 at 5:00 p.m.

# Write-In Candidates

- A write-in candidate must file all the documents that are required for other candidates (except nomination petitions), not later than 40 days prior to the Primary or General Election.
- Last Day to File as a Write-In Candidate Primary Election: June 27, 2024, at 5:00 p.m.
- Last Day to File as a Write-In Candidate General Election: Sept. 26, 2024, at 5:00 p.m.
- Only candidates who file complete, timely documents will:
  - Be considered “official write-in candidates,”
  - Have their names posted in the polling places and their votes counted,
  - Not be listed on the ballot or on an insert in an early ballot envelope.

# *\$5 Qualifying Contributions*

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# Qualifying Period

August 1, 2023 – July 23, 2024

- During the qualifying period candidates can:
  - Collect \$5 qualifying contributions
  - Submit \$5 qualifying contributions to the Secretary of State's Office to receive Clean Elections funding
  - Raise and Spend Limited Contributions:
    - Early Individual Contributions
    - Personal & Family Contributions
- Ends one week before the 2024 Primary Election.

# Qualifying Contributions Required

	Governor*	Secretary of State*	Attorney General*	Treasurer*	Supt. of Public Instruction*	Corporation Commission	Mine Inspector*	Legislature
Minimum	4000	2500	2500	1500	1500	1,500	500	200
Recommend 20% More**	4800	3000	3000	1800	1800	1,800	600	240

\*\*Commission recommends collecting at least 20% more than required.

\*Not on the ballot in 2024

- The deadline to collect contributions  
– July 23, 2024
- The deadline to submit contributions:  
– July 30, 2024 at 5:00 p.m.

# \$5 Qualifying Contributions

- \$5 exactly, cash or check made payable to the candidate's campaign committee;
- Contributors:
  - Registered voters in the district;
    - May register person to vote, collect same day;
  - From any party affiliation;
  - Nothing of value can be exchanged for a contribution;
  - Married couples:
    - May give a \$10 check;
    - Both must sign check;
    - Submit separate forms;
- Solicited or Unsolicited:
  - Solicitor must be eligible to register to vote;
  - Cannot be compensated to collect \$5.

# \$5 Qualifying Contribution Forms

**CITIZENS CLEAN ELECTIONS COMMISSION**  
**QUALIFYING CONTRIBUTION FORM**  
 FORMULARIO DE CONTRIBUIDOR AL FONDO DE CIUDADANOS PARA ELECCIONES LIMPIAS

**\$5 Qualifying Contribution**

For Office Use Only:  
 Para Uso de Oficina  
 Reg ID \_\_\_\_\_  
 District \_\_\_\_\_

CANDIDATE'S NAME (Please Print): \_\_\_\_\_  
*Nombre del Candidato (Favor de escribir con letra de imprenta)*

OFFICE SOUGHT (Include District for Legislative Office): \_\_\_\_\_  
*Cargo Buscado (Incluya el Distrito para un Cargo Legislativo)*

CONTRIBUTOR'S NAME (Please Print): \_\_\_\_\_  
*Nombre del Contribuidor (Favor de escribir con letra de imprenta)*

VOTER REGISTRATION ADDRESS LEGISLATIVE DISTRICT: \_\_\_\_\_  
*Dirección de registro del votante Distrito Legislativo*

STREET CITY ZIP COUNTY \_\_\_\_\_  
*Calle Ciudad Código Postal Condado*

E-MAIL ADDRESS \_\_\_\_\_  
*Dirección de Correo Electrónico*

SIGNATURE OF CONTRIBUTOR DATE OF CONTRIBUTION \_\_\_\_\_  
*Firma del Contribuidor Fecha de la Contribución*

SOLICITOR'S NAME (Please Print): \_\_\_\_\_  
*Nombre del Solicitante (Favor de escribir con letra de imprenta)*

STREET CITY ZIP COUNTY \_\_\_\_\_  
*Calle Ciudad Código Postal Condado*

I, the undersigned, upon my oath and under penalty of perjury, certify that I received a \$5.00 contribution from the above contributor, who is to the best of my information and knowledge, a qualified elector of this state.  
*Yo, el suscrito, bajo juramento y bajo pena de perjurio, certifico que recibí una contribución de \$5.00 del donante de arriba, quien es, a mi leal saber y entender, un elector calificado de este estado.*

SIGNATURE OF SOLICITOR: \_\_\_\_\_  
*Firma del Solicitante*

"I am exploring a candidacy for elected office. Your contribution is a measure of grassroots support for my potential candidacy. If I formally declare as a candidate, I will use your contribution for my campaign. I may use the contribution as a qualifying contribution if I opt to participate in the clean elections campaign finance system. If I choose not to run for office, this contribution will be returned to the contributor or remitted to the fund."  
*"Estoy explorando una candidatura para un puesto electoral. Su contribución es una medida de apoyo local a mi candidatura potencial. Si declaro mi candidatura formalmente, usaré su contribución para mi campaña. Puedo usar la contribución como una contribución válida si decido participar en el sistema de finanzas de la campaña de elecciones limpias. Si decido no participar en la contienda por el puesto, esta contribución será devuelta al/a la contribuyente o remitida al fondo"*

Rev. 12/09  
 File with the Office of the Secretary of State  
 Presente a la Oficina del Secretario de Estado

- The Commission provides qualifying contribution forms to candidates free of charge
  - Up to the recommended 20%
- Candidates may develop their own form, but it must be submitted for Commission approval prior to use.
  - Forms shall include:
    - printed name,
    - registration address,
    - signature of the contributor,
    - contribution date, and
    - solicitor information, if applicable.
- Original – for submission with the application for funding,
- 1 copy for the candidate's records, and,
- 1 copy given to the contributor.
- All forms received must be entered into the campaign finance reporting system (Beacon).

# \$5 Qual. Contributions & E-Qual

**WELCOME to E-QUAL** Arizona Secretary of State  
Citizens Clean Elections Commission 

Interested in getting involved in the political process?  
With E-Qual, it's never been easier. It's simple to use,  
secure, and convenient.

With E-Qual, you can show your support for a candidate  
from the comfort of your home or anywhere internet  
access is available.

In Arizona, candidates are required to obtain a minimum  
number of petition signatures to appear on a ballot.  
Voters interested in assisting Statewide and Legislative  
candidates can now sign a petition electronically.

Clean Elections candidates are required to obtain \$5  
qualifying contributions from registered voters to qualify  
for public funding. Voters may now contribute a \$5  
qualifying contribution with E-Qual.

Click on a box below to get started now!

**SIGN A CANDIDATE NOMINATING PETITION**   
Arizona Secretary of State

**CONTRIBUTE A \$5 DOLLAR QUALIFYING CONTRIBUTION**   
Citizens Clean Elections Commission

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Privacy Policy

- Optional method of collecting petition signatures and \$5 Qualifying Contributions.
- Accessible through the Secretary of State's candidate portal.
- A candidate may collect all of their \$5 qualifying contributions through E-Qual.
- Candidates will need to set up an electronic payment account.
  - Candidates should refer to the E-Qual User Manual when establishing the campaign's payment account, available at [azsos.gov](http://azsos.gov).

# *CLEAN ELECTIONS FUNDING*

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Applying And  
Qualifying

# W-9 Vendor Application Form

**Purpose:** Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

**Instructions:** Complete form if:

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; AND
3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization. See instructions below or refer to the IRS instructions at [www.irs.gov](http://www.irs.gov) for details on completing this form.

**Type of Request (Must select at least ONE)**

New Request  New Location  Change (Select the type(s) of change from the following:  Tax ID  Legal Name  Entity Type  Minority Business Indicator  (Additional Mail Code)  Main Address  Remittance Address  Contact Information

**Taxpayer Identification Number (TIN) (Provide ONE only)**

Individual Number (SSN) \_\_\_\_\_ OR Federal Employer Identification Number (FEIN) \_\_\_\_\_

**Entity Type (Must select one of the following (Coding (X) is for internal purposes only))**

Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (B)  State of Arizona employee (1) STATE HHS 01M  
 Corporation NOT providing health care, medical or legal services (SA)  LLC, PLLC organized as corporation NOT providing health care, medical or legal services (SM)  
 Corporation providing health care, medical or legal services (SM)  LLC, PLLC organized as corporation providing health care, medical or legal services (SM)  
 Partnership, LLP or Partnership organized as LLC or PLLC (SQ)  A state, a possession of the US, or any of their political subdivisions or instrumentalities (AQ)  
 An international organization or any of its agencies/instrumentalities (SU)  Other: Tax Reportable Entity (S) description \_\_\_\_\_  
 The US or any of its political subdivisions or instrumentalities (QG)  Other: Tax Exempt Entity (SH)

**Entity Name (Must Provide Legal Name)**

Legal Name\* \_\_\_\_\_

**Main Address (Where tax information and general correspondence is to be mailed) Remittance Address (Where payment is to be mailed)**  Same as Mail Address

BA/Branch/Location \_\_\_\_\_ DBA/Branch/Location \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Minority Business Indicator (Must select one of the following (Coding (X) is for internal purposes only))**

Small Business (B1)  Small Woman Owned Business-Hispanic (G1)  Minority Owned Business-African American (O4)  
 Small Business-African American (Z3)  Small Woman Owned Business-Native American (Z3)  Minority Owned Business-Asian (O3)  
 Small Business-Asian (Z4)  Small Woman Owned Business-Other Minority (O1)  Minority Owned Business-Hispanic (O4)  
 Small Business-Hispanic (Z5)  Woman Owned Business (O3)  Minority Owned Business-Native American (O5)  
 Small Business-Native American (Z7)  Woman Owned Business-African American (O7)  Minority Owned Business-Other Minority (O2)  
 Small Business-Other Minority (Z5)  Woman Owned Business-Asian (O8)  Non-Profit (NC (501)(c) (28))  
 Small Woman Owned Business (O6)  Woman Owned Business-Hispanic (O9)  Non-Small, Non-Minority or Non-Woman Owned Business (O3)  
 Small Woman Owned Business-African American (Z9)  Woman Owned Business-Native American (O1)  Individual, Non-Business (O0)  
 Small Woman Owned Business-Asian (Z8)  Woman Owned Business-Other Minority (O8)

**Vendor Contact Information**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone # \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Certification**  Exempt from backup withholding

I, the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND I am a U.S. person (including U.S. resident alien). Certification Instructions: You must once not item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

STATE OF ARIZONA AGENCY USE ONLY VENDOR: DO NOT WRITE BELOW THIS LINE

Agency Authorization: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

STATE OF ARIZONA GAO USE ONLY VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

IRS TIN Matching  Corporation Commission Vendor Number \_\_\_\_\_ Processed by \_\_\_\_\_ Date Processed \_\_\_\_\_  
 HRIS  GAO-03  Other

GAOW-9 Revised 11/06/2007

- Fill out an Arizona W-9 Form and return form to the Commission office.
- Form available online: [GAO-W-9 State of Arizona Substitute W-9.pdf \(az.gov\)](#) This form designates the candidate as a vendor and allows the Commission to process a check once the candidate is approved for funding.

# ACH Form – Direct Deposit

**ARIZONA**  
DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

**STATE OF ARIZONA ACH AUTHORIZATION FORM**

Original form is preferred. Please contact Vendor.PayAutomation@azdoa.gov if you have questions about the form or setup process.

**DO NOT SUBMIT COMPLETED FORM TO STATE OF ARIZONA AGENCIES. SUBMIT COMPLETED FORM TO:**

DEPARTMENT OF ADMINISTRATION/GENERAL ACCOUNTING OFFICE

ATTN: VENDOR SETUP

100 N 15TH AVE, STE 302

PHOENIX, AZ 85007

Check if DES/DDD Provider

1	<b>Request Type</b> (Select only ONE) <input type="radio"/> New <input type="radio"/> Change <input type="radio"/> Cancellation, Cancellation Reason: _____		
2	<b>Taxpayer Identification Number (TIN)</b> EIN [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] <b>OR</b> SSN [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]		
3	<b>Legal Name, Address and Contact Information</b> Name _____ Phone _____ Ext _____ Address _____ City _____ State [ ] Zip Code _____ Email Address _____		
4	<b>Change Information - FOR CHANGE REQUEST ONLY</b> Changing: <input type="checkbox"/> Financial Institution <input type="checkbox"/> Account Type <input type="checkbox"/> Account Number <input type="checkbox"/> Authorized Signers Previous Financial Institution: _____ Previous Account Type: <input type="radio"/> Checking <input type="radio"/> Savings Previous Account Number: _____		
5	<b>AUTHORIZATION FOR NEW SETUP, CHANGE(S) OR CANCELLATION</b> <small>Pursuit to A.R.S. Sec. 35-185, I authorize the Arizona Department of Administration (ADOA), General Accounting Office (GAO) to process payments owed to me by the State of Arizona (State) via Automated Clearing House (ACH) deposits. The State shall deposit the ACH payments in the financial institution and account designated below. <b>I recognize that if I fail to provide complete and accurate information</b> on this authorization form, the processing of the form may be delayed or made impossible, and my electronic payments may be posted to the wrong account. I authorize the State to withdraw from the designated account all amounts deposited electronically in error in accordance with NACHA rules and timelines. If the designated account is closed or has an insufficient balance to allow withdrawal, then I authorize the State to withhold any payment owed to me by the State until the erroneously deposited amounts are repaid. If I decide to change or revoke this authorization, I recognize that I must forward such notice to the ADOA-GAO. The change or revocation is effective on the day the ADOA-GAO processes the request. I certify that I have read and agree to comply with the State's rules governing payments and electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed. I consent to, and agree to, comply with these rules even if they conflict with this authorization form. I authorize the State to stop making electronic transfers to my account without advance notice. I certify that I am authorized to contract for the entity receiving deposits pursuant to this agreement and that all information provided is accurate.</small>		
	Name	Authorized Signature (Required)	Title Date
	<b>Additional Authorized Signers</b>		
	Name	Authorized Signature	Title Date
	Name	Authorized Signature	Title Date
	Addendum record format <input type="radio"/> CTX <input type="radio"/> CCD+ <b>Detailed ACH payment can also be viewed online at <a href="http://venpay.gao.azdoa.gov">http://venpay.gao.azdoa.gov</a>.</b>		
6	<b>Financial Institution</b> Financial Institution Name _____ Phone _____ Ext _____ Address (Optional) _____ City _____ State [ ] Zip Code _____ Routing Number _____ Account Number _____ Account Type <input type="radio"/> Checking <input type="radio"/> Savings		
7	<b>GAO USE ONLY</b> Verified and Entered By And Date _____ Vendor # _____ Address ID _____ Entity Contact Verified By _____ Doc Number Entered _____ Approved By _____		

- Fill out this form and return it to the Commission. This allows Commission staff the ability to track it and ensure it is processed in a timely manner.
- Hard copy checks are no longer used.

# Prior to Applying for Funding

- Collect at least 20% more qualifying forms than required
- Verify the \$5 qualifying forms before submitting them
  - The County Recorders offer access to the Voter Registration Database for verification
  - Verify the forms are:
    - Signed
    - Dated
    - Person is registered to vote in the district
- ***Remember the Deadline! Don't Procrastinate!***
  - Submit contributions to **Secretary of State's Office**  
[before July 30, 2024 at 5:00 p.m.](#)

# Contents of Filing for Funding

- Application to Receive Participating Funds including:
  - The \$5 Qualifying Contribution List - printed from Beacon.
  - E-Qual Report if \$5 Qualifying Contributions were collected through E-Qual system.
- All **original** \$5 qualifying contribution forms sorted by county.
- A check made payable to “Clean Elections Fund” from your campaign bank account for the total amount of \$5 qualifying contributions submitted.
- Contact the Secretary of State’s Office ahead to make an appointment for filing your application package.
  - Candidates can apply for funding starting January 1, 2024 if they also submit their nomination papers and petitions at the same time.

# \$5 Qualifying Contribution Verification Process

- Secretary of State will forward your \$5 qualifying forms to the County Recorder for verification
  - The County Recorder has 10 days to verify your forms.
- County Recorders will reject the qualifying form if:
  - Unsigned
  - Undated
  - Signature doesn't match voter registration signature
  - Person is not registered to vote in the district
  - Original reporting slip does not accompany contribution

# Random Sample Procedure

- A 5% or 20% random sample is selected by the Secretary of State's office.
- Sent to the County Recorder(s) office for verification.
- Sample accuracy is 110% or greater:  
*Funding Granted!*
- Sample accuracy less than 110%:  
*All qualifying contributions must be verified!*

# 20% Random Sample Procedure Example

- Legislative Candidate Assumption:
- A candidate for a legislative seat submits 240 qualifying contributions.
- Secretary of State takes 20% sample of 240, which is 48.
  - If 48 of the 48 are valid,  $48 \times 5$  is 240,  $240/200$  is 120% which is above 110%. Therefore, funding is granted.
  - If 43 of the 48 are valid,  $43 \times 5$  is 215,  $215/200$  is 108% which is below 110%. Therefore, all 240 \$5 qualifying contribution forms must be verified by the county recorder.

# Supplemental Submission

- If there is an insufficient number of valid forms after the County Recorder checks all of the submitted forms, the candidate may make *one supplemental filing* to the Secretary of State's office only if:
  - The candidate files at least the minimum number of additional forms needed to qualify for funding;
  - The additional forms are not duplicates from individuals who have previously contributed to that candidate; and
  - Deadlines for collecting and submitting \$5 qualifying contributions have not passed.
- The candidate will be denied funding if, following the supplemental filing, the County Recorder determines that the candidate has failed to submit the required number of valid qualifying contributions.

# Receiving Funds

- The Secretary of State's office will notify the Commission once the candidate has qualified for funding.
- Once notified, the Commission will inform the Department of Administration (DOA) to process the funding as well as inform the candidate that they have been funded. The funding is directly deposited in to the candidate's campaign bank account typically 1-4 business day after DOA is notified depending on the candidate's bank.
- All candidate funding is awarded electronically via direct deposit. To allow for a timely deposit, candidates should review their W-9 to ensure all information is accurate. Any errors will lead to a delay in funding.

# Clean Elections Funding Amounts

Election Funding	Governor*	Secretary of State*	Attorney General*	Treasurer*	Supt. Of Public Inst*.	Corporation Commission	Mine Inspector*	Legislature
Primary	\$1,046,328	\$271,130	\$271,130	\$135,535	\$135,535	\$135,535	\$67,792	\$21,173
General	\$1,569,492	\$406,695	\$406,695	\$203,303	\$203,303	\$203,303	\$101,688	\$31,760
Independent	\$1,831,074	\$474,478	\$474,478	\$237,187	\$237,187	\$237,187	\$118,636	\$37,053

- **Independent candidates:**

- Receive a single disbursement of 70% of the combined primary and general election funds.

- **One Party Dominate Legislative Candidates:**

- Legislative candidates who are in a one-party dominant district may choose to receive the general funding amount in the primary election if they are in the dominant party and in a contested primary.
- Candidates who make this choice will receive an amount equal to the primary election funding amount in the general election.

\*not on the ballot in 2024

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# CAMPAIGN FINANCE

*Reporting Requirements, Contributions,  
Expenditures, and Usage of Funds*

# Campaign Finance Disclosure

- Candidates must file campaign finance reports electronically with the Secretary of State's office.
  - Accessed through the Secretary of State's website at [www.azsos.gov](http://www.azsos.gov)
  - Each report must include all contributions, expenditures, outstanding debt, and financial activity for the reporting period.
- Participating candidates are required to file up to 10 campaign finance reports.
  - Reports are reviewed by the Commission staff.

# Campaign Contributions

A.R.S. §16-901(11)

- “**Contribution**” means any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election. This includes:
  - A contribution that is made to retire campaign debt from a previous election cycle.
  - Money or fair market value of anything that is directly or indirectly provided to an elected official for the specific purpose of defraying the expense of communications with constituents.
  - The full purchase price of any item from a committee.
  - A loan that is made to a committee for the purpose of influencing an election, to the extent the loan remains outstanding

# Early Individual Contributions

Candidate Type	Early Contribution Limit
Legislature	\$5,293
Mine Inspector *	\$16,948
Corporation Commission	\$33,884
Supt. Of Public Inst.*	\$33,884
Treasurer*	\$33,884
Attorney General*	\$67,783
Secretary of State*	\$67,783
Governor*	\$72,300

- Contributions collected during the Qualifying Period only
  - \$210 per individual - monetary, in-kind contribution or loan
  - Received from individuals only
    - Does not have to be resident of Arizona
    - Does not have to be registered to vote
    - Legal residents of the United States only
  - May not be received from PACs, corporations, businesses, unions, LLC, etc.
- Must be received and spent by July 23, 2024
  - Any remaining early contributions must be sent to the Commission.

\*Not on the 2024 ballot

# Personal & Family Early Contributions

- Candidates may spend a limited amount of their own monies or family monies on their campaign.
  - Statewide: \$1,800
  - Legislature: \$910
- Personal and family contributions are in addition to early individual contributions.
- Personal contributions must be spent by July 23, 2024.
  - Any unspent personal contributions must be returned to the contributor.
- “Family member” means parent, grandparent, aunt, uncle, child or sibling of the candidate or the candidate’s spouse, including the spouse of any of the listed family members, regardless of whether the relation is established by marriage or adoption.

# Other Early Contribution Types

- **Loans**

- A loan is considered to be a contribution.
- Candidate may designate his personal contribution as a loan.
- Other individuals may loan money to the campaign.
- Loans apply towards early contribution limits.
- Loans must be repaid promptly upon receiving Clean Elections funding (*within 7 days*).

- **In-Kind Contributions**

- An in-kind contribution is a contribution of goods or services or anything of value.
- **In-kind contributions apply towards early contribution limits.**

# Disclosure Requirements for Contributions

- A campaign finance report must include all contributions accepted by the committee through the end of the reporting period.
- Each contribution shall include the name, address, occupation and employer of the contributor.
- Contributions of \$100 or less may be aggregated.

# Contributions Exceptions

A.R.S. §16-911

- **Campaign Volunteers** - A volunteer's services or expenses that are incurred through volunteering are not considered campaign contributions. Volunteer services are unlimited and do not need to be reported such as:
  - Travel expenses
  - Use of real or personal property
  - Cost of invitations, food or beverages - event expenses
  - Internet activity such as the use of unpaid e-mail and social media
- **Political Party Exception** - A payment by a political party to support its nominee is not a contribution (e.g. printing or distribution of voter guides, sample ballots, pins, bumper stickers, handbills, brochures, posters, yard signs and other similar materials distributed through the party). This also includes expenditures that are coordinated with the party's nominee.
- **Legal and Accounting Services** - The payment of a committee's legal or accounting expenses by any person is not considered a campaign contribution.

# Campaign Expenditures

A.R.S. §16-901(25)

- **Expenditures**

- An “expenditure” means any purchase, payment or thing of value that is made by a person for the purpose of influencing an election.
- All expenditures made by the campaign committee must be reported in the period in which they are incurred.
- Participating candidates may only use campaign funds to pay for goods and services for direct campaign purposes.

# Campaign Expenditures Cont.

- **Joint Expenditures**

- A joint expenditure is made when two or more candidates agree to share the cost of goods or services.

- **Reimbursements**

- A candidate may authorize an individual to make campaign expenditures as long as the campaign has sufficient funds to make the purchase. The date of the expenditure is when the purchase is made by the agent.
- If the agent uses their personal monies, a reimbursement from the campaign must be made within 7 calendar days.
- The expenditure must be reported as an itemized expenditure.

- **Expenditures for campaign consulting or advising must have a detailed description of the service provided in campaign finance reports**

# Campaign Expenditures & Consultants

- A “Campaign Consultant” is any person paid by a participating candidate’s campaign or who provides services that are ordinarily charged to a person, except for services provided for in ARS §16-911(6)(b).
- Participating candidates may only make an advance payment for services if an itemized invoice is received *at the time of the advanced payment*.
  - If an invoice is not provided it will be deemed not to be a direct campaign expenditure.
  - Advance payments for postage or advertising may be advanced if a written estimate is provided and the balance returned to the candidate.
- The Commission shall be included on the mail batch for all mailers and invitations.
  - Failure to provide this information within 7 days after the mailer has been mailed may be considered as evidence the mailer was not for a direct campaign purpose.

# Campaign Expenditures & Political Parties

- With the passage of Proposition 306 in 2018, participating candidates are prohibited from transferring money to political parties and/or 501(a) entities.

# Use of Prior Assets

- A participating candidate may use assets from a prior election cycle.
  - The candidate must purchase the assets from the previous campaign committee.
  - If the candidate was a participating candidate during the prior election cycle, the payment for the asset must be made to the Commission.
  - The purchase must be made for an amount equal to at least 1/5 (or 20%) of the original purchase price.
- Prior assets may not be utilized until payment has been made.

# Fixed Assets

- A fixed asset is an item that has a value and function beyond the campaign (i.e. tablets, computers, cell phones, printers).
- Candidates that purchase a fixed asset that exceeds \$200 (including tax) have two options:
  1. Pay the Commission 80% of the original purchase price (including the tax) and keep the item.
  2. Give the item to the Commission.
- Purchase of fixed assets, or return of fixed assets, must occur within 14 days after the primary election, or general election if the candidate was successful in the primary.

# Travel Expenses

- Travel expenses that are directly related to the campaign may be paid for with campaign funds and if so, must be reported.
  - Volunteers can be reimbursed for travel expenses (up to 62.5¢ per mile).
  - Candidates may only make direct fuel purchases for their personal vehicles.
  - If a candidate makes direct fuel purchases (*candidate only*) or reimbursements for mileage (*candidate or volunteers*), **a travel log of the trip must be kept and include: date, miles traveled, and potential reimbursement rate** (up to 62.5¢ per mile).
  - Bus tickets, plane tickets, rental cars, etc. purchased on behalf of the campaign must be paid for with campaign funds and must be reported.

# Food Expenses

- Maximum per person of \$11 for breakfast, \$16 for lunch, \$27 for dinner.
- All food expenditures paid for with campaign funds must be reported.
- Food expenses for candidates are discretionary.
  - Any expenditure must be directly related to a candidate's campaign

# Petty Cash Expenditures

- Cash balance not to exceed \$1,580 at any time.
- Cash expenditures not to exceed \$210.
- Keep receipts for actual expenses.
- Campaign finance reports must identify the full name and street address of the person providing goods and services for expenditures paid with petty cash.
  - This includes any payment to a sub-vendor (itemization) made on behalf of the campaign.

# Itemized Expenditures

- Expenditures must be itemized when:
  - A candidate has authorized another agent to make campaign purchases and personal monies are used (i.e. reimbursements).
  - Consultants or vendors use services from other vendors in their fulfillment of the candidate's campaign expenditure.
  - A candidate makes a petty cash expenditure.

# Campaign Expenditures & Family

- A family member hired by the campaign must be identified as “family member” on the campaign finance reports (use the transaction memo line).
- A family member’s business hired by the campaign must be identified as “family business” on the campaign finance report (use the transaction memo line).

# Additional Expenditure Limitations

- Participating candidates may not use campaign funds for the following:
  - Cost of legal defense
  - Personal use, which includes:
    - Household food items
    - Clothing (Suits, Shoes, Ties, Accessories, etc.)
    - Tuition payments
    - Mortgage, loan, rent, lease or utility payments for any part of any personal residence of the candidate or a member of the candidate's family
    - Admission to a sporting event, concert, theater, or other form of entertainment
    - Dues, fees or gratuities at a country club, health club, recreational facility or other nonpolitical organization
    - Gifts or donations
  - Fixed assets with a value in excess of \$800

# Post-Election Return of Monies

- **Remaining primary monies cannot be transferred forward to the general election period.**
  - All money remaining in your account at the end of the primary election must be returned to the Commission by August 6, 2024.
  - All money remaining in your account at the end of the general election must be returned to the Commission by November 26, 2024.
  - You may only retain monies sufficient to pay any outstanding bills. Must be paid within 30 days.
  - No new bills may be incurred.

# Post-Election Return of Monies

- All funds need to be returned by a cashier's check drawn on the candidate's campaign bank account.
  - Any fees for the issuance of the cashier's check are a direct campaign expenditure and should be reported on campaign finance reports.
- Candidates must account for all outstanding transactions in the funds returned to the Commission otherwise they will need to reconcile outstanding expenditures with personal monies.
  - The Commission will not issue reimbursements to candidates once the funds have been returned.
  - Participating candidates may not exceed the primary or general election spending limits.
- The Commission may waive the return of the funds if:
  - The Commission staff determines the amount to be returned to be de minimus;
  - The Commission staff determines the cost of recovery exceeds the amount of the return;
  - The funds to be returned shall not exceed \$25; and
  - The Commission is notified of any waiver of the return of funds.

# Record Keeping

- Keep **all** records for 3 years, including but not limited to:
  - Bank Statements and Deposit Slips
  - Receipts/Invoices
  - Check Register
  - Travel Log
  - Contracts from vendors
  - Bills
  - Documentation of contributions from individuals
  - \$5 qualifying contribution forms
- All participating candidates will be subject to an audit. Audits will begin after either the primary or general election.
- Commission staff and auditors will request documentation.
- The candidate has the burden of proving every expenditure was made on behalf of the campaign

# Campaign Finance Activity Key Points

1. Conduct all campaign finance activity through a single bank account.
2. Do not exceed contribution and expenditure limits.
3. Do not use campaign funds for personal use.
4. Remember participating candidates have the burden of proving that expenditures are for a direct campaign purpose - keep all of your records.
5. Itemize reimbursements, petty cash expenditures, or any expenditure that utilizes a subvendor.
6. Provide detailed information in the transaction memo line for any consulting services or expenditures made to family members.
7. Do not “carry over” primary money to the general election.

# VOTER EDUCATION

*Candidate Statement Pamphlet  
& Debates*

# Voter Education-Debates

- Participating candidates are required to attend a Commission sponsored debate during both the primary and general election periods. Non-participating candidates are invited and encouraged to attend.
- Commission staff will notify you of the candidate debate dates.
- Failure to attend a debate may result in an enforcement action.
- Voters will be notified via multiple communication channels of the debate schedule and participants.
- Independent and write-in candidates will not be invited to participate in primary-election debates.

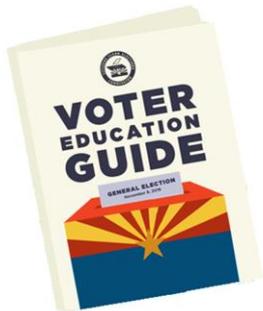


# Voter Education

## Candidate Statement Pamphlet

- Candidates may submit a statement and photo for inclusion in the pamphlet which will be mailed before early voting in the primary and general elections.
- Statements and photos must be submitted online at [www.azcleanelections.gov](http://www.azcleanelections.gov).
- Deadlines for Statements\*
  - Primary – 5pm, April 8, 2024
  - General – 5pm, Candidates will be Notified of Date
- Statements will be available in the printed pamphlet and digitally.
- Independent and write-in candidates will not be able to submit statements to the primary election pamphlet.

\* dates subject to change



# Candidate Compass



- Candidate Compass Tool:
  - Present information in an unbiased way
  - Let voters filter information according to the issues that matter to them
  - See where the candidates stand on the issues
  - Make sure the research tool is easy-to-use and information is presented in an easy-to-understand way
- Candidates will be able to submit their answers for Candidate Compass when submitting their statement for the candidate statement pamphlet.

# Additional Materials

- **Citizens Clean Elections Guide**

Available on the Commission's website: [www.azcleaselections.gov](http://www.azcleaselections.gov)

- **\$5 Qualifying Contribution Forms**

Available from the Commission and can be picked up at:

Citizens Clean Election Commission

1110 W Washington, Suite 250

Phoenix, AZ 85007 or mailed via FedEx

Also available to download from the Commission's website

- **Commission Staff**

- Mike Becker, Policy Director  
[mike.becker@azcleaselections.gov](mailto:mike.becker@azcleaselections.gov)
- Phone: 602-364-3477
- Toll free: 1-877-631-8891

# PARTICIPATING CANDIDATE WORKSHOP

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*Conclusion*