



**CITY OF KETCHIKAN**

**DECLARATION OF CANDIDACY**

**MAYOR**

I, \_\_\_\_\_, declare that I reside at \_\_\_\_\_, in the City of Ketchikan, Alaska; that I am at least thirty (30) years old and have resided within the city at least one year; that I am a citizen of the United States and a qualified voter of the City of Ketchikan.

I declare myself a candidate for the office of Mayor for a term of three years, commencing upon certification of the regular election to be held on October 5, 2021 and ending October, 2024, and request that my name be printed on the official ballot for the municipal election to be held in the City of Ketchikan on October 5, 2021.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public for Alaska

My Commission Expires: \_\_\_\_\_

CITY OF KETCHIKAN



PETITION TO PLACE QUALIFIED PERSON'S NAME ON THE BALLOT AS A CANDIDATE FOR MAYOR FOR THE CITY OF KETCHIKAN, ALASKA AT THE REGULAR MUNICIPAL ELECTION, OCTOBER 5, 2021

We, the undersigned, being qualified voters of the City of Ketchikan, Alaska, hereby petition the City Clerk of the City of Ketchikan to place on the ballot at the municipal election to be held October 5, 2021 in the City of Ketchikan the name of \_\_\_\_\_, for the office of MAYOR for a term of three years ending in October, 2024

SIGNATURE

PRINTED NAME

RESIDENCE ADDRESS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

CITY OF KETCHIKAN  
PETITION TO PLACE QUALIFIED PERSON'S NAME ON BALLOT

- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_

Filed with the City Clerk \_\_\_\_\_, 20\_\_\_\_.

Filed by: \_\_\_\_\_.

Circulated by: \_\_\_\_\_.

Circulation: This petition may be circulated by the candidate or by one or more qualified voters.

Filed: This petition between August 2 and 25. If the August 25 falls on a Saturday or a Sunday, it may be filed until noon on the following Monday. Signatures of at least 10 qualified voters are required.

A candidate must execute a sworn statement (Declaration of Candidacy) that he is a candidate before his name may be placed on the ballot.

A conflict of interest statement must also be filed.

## CITY CLERK'S OFFICE

### 2021 INFORMATION SHEET – CANDIDATES – OCTOBER 5, 2021

The City Council is made up of seven members elected at large. The Mayor is also elected at large. The Vice-Mayor is a member of the Council and is elected at the organizational meeting held after the October election. A candidate must file a public official financial disclosure statement with the city clerk both when filing for office and on an annual basis (April 15 of each year).

Council meetings are held the first and third Thursday of each month in the Council Chambers at 7:00 p.m. The Council may declare a seat vacant if a councilmember is absent from four consecutive regular meetings, and a seat is automatically vacated if more than one-half of all regular meetings in a six-month period are missed (City Charter Sec. 2-9).

Councilmembers are paid \$300.00 for each regular meeting attended, \$105.00 per month expense allowance and \$150.00 for each special meeting attended.

The Mayor is paid \$330.00 for each regular meeting attended, \$195.00 a month expense allowance and \$187.50 for each special meeting over one hour in length.

The Mayor and Council are paid for one regular meeting from which they are absent during the calendar year.

The Council is directly responsible for the appointment, supervision and compensation of the City Manager, City Clerk, City Attorney and Utilities Manager. All other employees of the general government or the utilities work for those individuals.

During November and December the general government and utilities budgets are considered by the Council. This involves several meetings and the Council sets work sessions or special meetings to review the budgets. The budgets must be adopted three days before the end of the year or they automatically go into effect (Sec. 5-4 City Charter).

Members of the Council may attend community lobby trips when the State is formulating the budget and during the time the Legislature is in session.

**CITY OF KETCHIKAN  
OCTOBER 5, 2021 REGULAR MUNICIPAL ELECTION**

**CANDIDATE FILING INFORMATION**

**VACANCIES**

**COUNCILMEMBER - THREE YEAR TERM, PRESENTLY HELD BY JANALEE GAGE**

**COUNCILMEMBER - THREE YEAR TERM, PRESENTLY HELD BY SAM BERGERON**

**MAYOR – THREE YEAR TERM, PRESENTLY HELD BY ROBERT SIVERTSEN**

**QUALIFICATIONS**

- COUNCILMEMBER – 18 YEARS OF AGE – CITY RESIDENT FOR ONE YEAR – QUALIFIED VOTER
- MAYOR – 30 YEARS OF AGE – CITY RESIDENT FOR ONE YEAR – QUALIFIED VOTER

**PETITIONS**

- AVAILABLE FROM THE CITY CLERK'S OFFICE, 334 FRONT STREET
- SIGNATURES OF TEN REGISTERED CITY VOTERS REQUIRED
- DECLARATION OF CANDIDACY AND PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT MUST BE FILED BEFORE NAME CAN BE PUT ON THE BALLOT

**GENERAL**

- FIRST DAY TO FILE – AUGUST 2, 2021
- LAST DAY TO FILE – AUGUST 25, 2021– 5:00 P.M.

**CITY OF KETCHIKAN, ALASKA**  
**2021 PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT**  
**GENERAL INFORMATION**

1. This report is required of City public officials and candidates for municipal office.
2. This report discloses financial activities for the preceding calendar year; you must **include any information about your financial interests held between January 1, 2020 and December 31, 2020.**
3. The law requires you to disclose your financial interests and those held by your spouse or dependent children during the preceding calendar year.

**NOTES: *Municipal officers are not required to disclose information about their domestic partner.***

4. If you need help, call the City Clerk at 228-5658.

**THIS REPORT IS A SWORN STATEMENT.**  
**YOU MUST CERTIFY IT WITH YOUR SIGNATURE ON THE LAST PAGE.**

**NAME:** \_\_\_\_\_

Phone

Fax Number

**OCCUPATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

(Current Street Address or Post Office Box)

E-Mail Address

\_\_\_\_\_  
(City/Town and Zip Code)

ARE YOU A CANDIDATE? (CHECK ONE): Yes  No

TYPE OF STATEMENT (CHECK ONE):

**CANDIDATE STATEMENT** Must be filed with your declaration of candidacy

**ANNUAL STATEMENT?** Due by April 15

**NAME OF SPOUSE:** \_\_\_\_\_

**NAME(S) OF YOUR DEPENDENT CHILDREN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE A  
SOURCES OF INCOME OVER \$5,000**

**Salaried Employment**

If NONE reportable, check box →

Report the name of each employer who paid you, your spouse, domestic partner or dependent children more than \$5,000 during calendar year 2020.

Name of filer, spouse or child: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Name of filer, spouse or child: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Name of filer, spouse or child: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Name of filer, spouse or child: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Name of filer, spouse or child: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

**Self-Employment**

If NONE reportable, check box →

List the name and address of each self-employment business that was a source of income of more than \$5,000 for you, your spouse or dependent child during calendar year 2020.

**If the business is non-retail, list the first and last name of each client or customer who paid the business over \$5,000.**

Self-employment includes: sole proprietor, partnership, limited liability company, shareholder in a professional corporation; or if you held (individually or with another family member) more than 50% of the stock in a corporation.

Name of filer, spouse or child : \_\_\_\_\_

Business Name : \_\_\_\_\_

Retail  Non-Retail  (If you check non-retail, list clients/customers below or attach listing).

Name and address of client/customer: \_\_\_\_\_

Name of filer, spouse or child : \_\_\_\_\_

Business Name : \_\_\_\_\_

Retail  Non-Retail  (If you check non-retail, list clients/customers below or attach listing).

Name and address of client/customer: \_\_\_\_\_

**Rental Income**

If NONE reportable, check box →

List the first and last name of each tenant who paid more than \$5,000 in rent during **calendar year 2020**. If property is located outside Alaska and managed by a person other than you, your spouse or dependent child, you may list the managing agent instead of listing each tenant.

Owner (filer, spouse or child):

Name(s) of Tenant(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dividends and Interest**

If NONE reportable, check box →

Report the name of the source of all dividends, interest and capital gains over \$5,000 earned during **calendar year 2020** such as Dean Witter Money Market Acct. or CD's in ABC Bank.

- List the name(s) of the asset(s) (not in a retirement account) which paid you, your spouse or child dividends, interest or capital gains of more than \$5,000 last year such as IBM stock or Cordova Municipal Bonds.  
(Report the assets of a retirement account or trust on Schedule D, page 7)

Recipient (filer, spouse or child):

Name of Source of Income

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Income**

If NONE reportable, check box →

List each source of income over \$5,000 not listed elsewhere on this statement, including income from public assistance, workman's compensation, unemployment, the name of the buyer of real property; social security; retirement; the name of the person who paid alimony or child support; government entitlements; honoraria and shared living expenses.

Recipient (filer, spouse or child):

Name of Source

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Gifts**

If NONE reportable, check box →

List the source and value of gifts which have a value of, or cumulative value of, more than \$250 except gifts from a spouse, parent, child, sibling, grandparent, aunt, uncle, niece or nephew. **Some** examples of gifts include: cash, a debt that is forgiven, scholarships, and discounts not extended to the general public.

Recipient (filer, spouse or child)

Name of Source

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SCHEDULE B  
BUSINESS INTERESTS**

**Business Interests**

If NONE reportable, check box →

Report all business interests even if they were **NOT** a source of income to you, your spouse or dependent child during **calendar year 2020**.

- List ownership interests or options to buy more than \$5,000 as a shareholder in publicly traded stocks that are not listed elsewhere on this form. (A list of the names of publicly traded stocks such as IBM or Intel may be listed by name only on a separate page.)
- List ownership interests in non-publicly traded companies such as a sole proprietor, shareholder, owner, partner, officer, or director including ownership interests in native corporations.
- List interests in limited liability companies.
- List director or officer position in profit and non-profit organizations.

Describe the business activity with sufficient detail to tell a reader what the organization actually does.

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**SCHEDULE C**

**REAL PROPERTY INTERESTS/RENT TO OWN**

**Real Property Interests**

If NONE reportable, check box →

Report all property interests such as your home, neighboring lots, rent to own home, rental property, vacant, recreational, business property or limited partnerships including real estate interests held in an LLC; or held through a trust or sold during **calendar year 2020**.

Include a street address, city and state **or** complete legal description for each piece of property listed. **Do not** use mile post markers or post office boxes.

Use copies of this page if you need additional space to complete this section.

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**SCHEDULE D**  
**BENEFICIAL INTEREST IN TRUSTS & RETIREMENT ACCOUNTS**  
**Exceeding \$5,000**

**Trusts & Retirement Accounts**

If NONE reportable, check box →

Report each beneficial interest in a trust or retirement account held by you, your spouse or dependent children that exceeded \$5,000 during **calendar year 2020**. Retirement accounts include **employee benefit accounts (pension and profit-sharing accounts), and retirement accounts (IRA, 401K, SEP or Keogh)**. Assets of a trust or retirement account include stocks, bonds, mutual funds, cash accounts, CD's, real property.

- Name the trustor (the person or employer who provided the funds or assets for the trust or retirement account).
- If a trust or retirement account is self-directed, also list the assets by name such as IBM stock or Templeton Growth Fund.

\_\_\_\_\_  
**Name of filer, spouse or child:** \_\_\_\_\_ Extent of Interest (Percent)

\_\_\_\_\_  
Name of the person, employer or entity that provided the funds or assets (Trustor)

\_\_\_\_\_  
Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

\_\_\_\_\_  
**Name of filer, spouse or child:** \_\_\_\_\_ Extent of Interest (Percent)

\_\_\_\_\_  
Name of the person, employer or entity who provided the funds or assets (Trustor)

\_\_\_\_\_  
Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

\_\_\_\_\_  
**Name of filer, spouse or child:** \_\_\_\_\_ Extent of Interest (Percent)

\_\_\_\_\_  
Name of the person, employer or entity who provided the funds or assets (Trustor)

\_\_\_\_\_  
Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

\_\_\_\_\_  
**Name of filer, spouse or child:** \_\_\_\_\_ Extent of Interest (Percent)

\_\_\_\_\_  
Name of the person, employer or entity who provided the funds or assets (Trustor)

\_\_\_\_\_  
Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

**SCHEDULE E  
LOANS, LOAN GUARANTEES, AND DEBTS  
OF \$5,000 OR MORE**

**Loans, Loan Guarantees, and Debts**

**If NONE reportable, check box →**

Report the name of each creditor or lender to whom more than \$5,000 was owed during **calendar year 2020** by you, your spouse or dependent children.

List financial obligations including mortgages on property sold during **calendar year 2020**; loans that have been guaranteed; delinquent taxes, alimony, child support payments; medical bills; mortgage, boat and auto loans; business and personal loans; escrows; student loans; signature loans; and promissory notes. Loans include secured, unsecured and contingent loans. Do not report credit card obligations or revolving charge accounts.

**Circle** whether the entity is a lender, creditor or guarantor.

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

**NATURAL RESOURCE LEASES**

**Natural Resource Leases**

**If NONE reportable, check box →**

List all natural resource leases, including mineral, timber, or oil leases bid held or offered during **calendar year 2020**. Report this information for yourself, your spouse or dependent child who was a sole proprietor, a partnership or professional corporation of which you are a member; or a corporation in which you or your family members listed above (or a combination of them) held a controlling interest.

\_\_\_\_\_  
Leaseholder

\_\_\_\_\_  
Nature of Lease

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Identity of Lease and Description

\_\_\_\_\_  
Leaseholder

\_\_\_\_\_  
Nature of Lease

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Identity of Lease and Description

**SCHEDULE F  
GOVERNMENT CONTRACTS AND LEASES**

**Contracts and Offers to Contract**

If **NONE** reportable, check box →

List all contracts and offers to contract with the state or instrumentality of the state or a municipality during **calendar year 2020** held, bid or offered. Report this information for yourself, your spouse or dependent child who was a sole proprietor, a partnership or professional corporation of which you are a member or a corporation in which you or your family members listed above (or a combination of them) held a controlling interest.

\_\_\_\_\_  
Name(s) of Contractor

\_\_\_\_\_  
Contracting Agency/Department

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Contract number and description

\_\_\_\_\_  
Name(s) of Contractor

\_\_\_\_\_  
Contracting Agency/Department

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Contract number and description

**CERTIFICATION**

I certify under penalty of perjury that the information in this Statement is, to the best of my knowledge, true, correct and complete. A person who makes a false sworn certification which he or she does not believe to be true is guilty of perjury.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name of Filer

\_\_\_\_\_  
Place

**Where to file this Statement**

File this statement with:

City Clerk's Office  
334 Front Street  
Ketchikan, Alaska 99901  
907-228-5658  
Fax: 907-225-5075



## Alaska Public Offices Commission

### MUNICIPAL ELECTIONS

**Please read this document carefully for important information about starting your campaign.**

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc) for further information, **training opportunities**, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), **candidates must file all forms and reports electronically** through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

### **FORMS TO GET STARTED**

**Letter of Intent:** Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

**The Declaration of Candidacy:** Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

**Public Official Financial Disclosure Statement:** Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

**Candidate Registration:** Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

**Municipal Exemption Statement:** May be filed by *municipal* candidates that do not intend to exceed \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, this is the only form they are required to file with APOC. Although exempt candidates do not file campaign disclosure reports, they are still subject to the laws that apply to candidates, including the requirement that ads, yard signs, and other campaign materials include "paid for by" identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see page 2).

**Candidate Reimbursement Notification:** If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

### **CAMPAIGN DISCLOSURE REPORTS**

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate's activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1, they will begin with a **Year Start Report**, due February 15. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

### **OTHER START UP CONSIDERATIONS**

**Only** the candidate, a registered treasurer or a registered deputy treasurer may spend money on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate.

If a registered treasurer or deputy treasurer uses personal funds to make a purchase on behalf of the campaign, it is a personal non-monetary contribution to the campaign (against their individual \$500 contribution limit) **unless** it is (1) \$500 or less **and** (2) it is reimbursed within the same reporting cycle.

### **PAID FOR BY IDENTIFIERS**

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

**“paid for by” followed by the name and address of the candidate**

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

**“This communication was paid for by (candidate’s name only)”**

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

## CIVIL PENALTIES

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

*Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!*

## CONTACT INFORMATION

<b>Anchorage Office</b>	<b>Juneau Office</b>
2221 East Northern Lights Blvd., #128 Anchorage, AK 99508 Phone: (907) 276-4176 Toll Free: (800) 478-4176 Fax: (907) 276-7018	P.O. Box 110222 240 Main Street, #500 Juneau, AK 99811-0222 Phone: (907) 465-4864 Toll Free: (866) 465-4864 Fax: (907) 465-4832

Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
Information Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)  
File Forms and Reports at: <https://my.alaska.gov/>



## Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	<b>\$500</b>	<b>\$500</b>	<b>\$5,000</b>	<b>Unlimited</b>
Individual (non-resident)	<p style="text-align: center;"><b>\$500</b> if candidate has not exceeded aggregate limit below:</p> <p>Municipal/House    <b>\$3,000</b> Senate                <b>\$5,000</b> Gov./Lt. Gov.       <b>\$20,000</b></p>	<p style="text-align: center;"><b>\$500</b> if group has not exceeded aggregate limit of 10% of its total contributions.</p>	<p style="text-align: center;"><b>\$5,000</b> if party has not exceeded aggregate limit of 10% of its total contributions.</p>	<b>Unlimited</b>
Corporations, Business Organizations, Unions	<b>Prohibited</b> AS 15.13.074(f)	<b>Prohibited</b> AS 15.13.074(f)	<b>Prohibited</b> AS 15.13.074(f)	<b>Unlimited</b>
Group (based in Alaska)	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>Unlimited</b>
Group (based outside Alaska)	<b>Prohibited</b>	<p style="text-align: center;"><b>\$1,000</b> Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(f).</p>	<p style="text-align: center;"><b>\$1,000</b> Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(f).</p>	<b>Unlimited</b>
Nongroup Entity (based in Alaska)	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>Unlimited</b>
Nongroup Entity (based outside Alaska)	<b>Prohibited</b>	<p style="text-align: center;"><b>\$1,000</b> Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(h).</p>	<p style="text-align: center;"><b>\$1,000</b> Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(h).</p>	<b>Unlimited</b>
Political Party	<p>Municipal    <b>\$5,000</b> House        <b>\$10,000</b> Senate       <b>\$15,000</b> Lt. Gov./Gov. <b>\$100,000</b></p>	<b>\$1,000</b>	<b>Unlimited</b>	<b>Unlimited</b>
Foreign Nationals	<b>Prohibited</b> Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.

Revised March 16, 2011

# ALASKA PUBLIC OFFICES COMMISSION



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## MUNICIPAL EXEMPTION STATEMENT

Municipal candidates that do not intend to raise/spend more than \$5,000, including their personal funds, may file a Municipal Exemption Form. Exempt candidates are not required to file campaign disclosure reports during their campaign. If an exempt candidate exceeds \$5,000 in financial activity they must immediately file a Candidate Registration and file each report due after the change in status, disclosing all activity from the beginning of the campaign on their first report.

AS 15.13.040(g); 2 AAC 50.286.

**Please note that unless a candidate meets the specific criteria found in AS 15.13.040(m)(1), they are required to file all forms and reports electronically, through the APOC Forms Online Filing System (<https://my.alaska.gov/>).**

**A candidate's use of corporate, state, or municipal resources (i.e., office phone/address, equipment, staff time, etc.) for campaign purposes is prohibited. AS 15.13.074(f); AS 15.13.145**

CANDIDATE NAME: \_\_\_\_\_

CAMPAIGN ADDRESS: \_\_\_\_\_

CAMPAIGN PHONE: \_\_\_\_\_ CAMPAIGN EMAIL: \_\_\_\_\_

Election Month and Year:	Office / Race: (Optional)
Municipality / Borough:	District / Seat: (Optional)

**Certification: I certify that the information contained in the foregoing document is true, complete, and correct.**

<b>I do not intend to raise/spend more than \$5,000 (including personal money) during my entire campaign for municipal office.</b>	Signature	Date
	Printed name	

NOTICE: Candidates who loan personal funds to their campaign with the intent to repay themselves after the election may only do so if they file a Candidate Reimbursement Form within 5 days of putting personal funds into their campaign. If the campaign is able to repay the candidate's personal funds within 72 hours they may do so, and they do not need to file the Reimbursement Form. AS 15.13.078(b); AS 15.13.116(a)(4); 2 AAC 50.990(7)(c)(x)