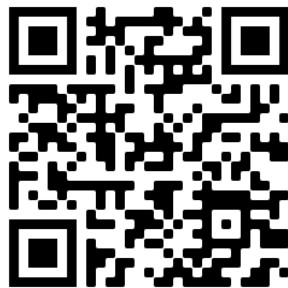


YOU'RE RUNNING

ORGANIZE HERE FIRST!



Scan the QR code for OCPF's "Getting Started" page.

or visit

www.ocpf.us/Filers/GettingStarted



Office of Campaign and Political Finance

www.ocpf.us

(617) 979-8300

OCPF@mass.gov

OCPF Top Ten List

1. File a statement of organization before raising or spending.
2. Collect name and address of all contributors of any amount whether by cash, check, credit card or in-kind contribution.
3. Report all contributions and expenditures made by the candidate for the campaign.
4. If a contributor gives \$200 or more in calendar year, report the contributor's occupation and employer.
5. Candidates and committees cannot accept corporate contributions, including from LLC, LLP and partnerships.
6. Provide clear statement of expenditure purpose to show political purpose and keep all receipts and invoices for six years after election.
7. Public employees cannot be a committee treasurer and candidates cannot be treasurer of their own committee.
8. Public employees cannot solicit, receive or handle contributions.
9. Soliciting or receiving contributions in a public building is prohibited.
10. File reports by the deadline to avoid late fees of \$25 per day up to \$5,000.