

CANDIDATES: Important Things to Remember

1. BE INFORMED

Study the Fair Political Practices Commission (FPPC) [Campaign Disclosure Manual 2 - Information for Local Candidates](#). Local candidates should ask their election official about any local campaign restrictions. (The City of Laguna Hills has no local campaign restrictions.)

2. BEFORE RAISING OR SPENDING ANY MONEY

File [Form 501](#) (Candidate Intention). Then open a campaign bank account. Never commingle personal and campaign funds. Once \$2,000 is raised or spent, get an identification number by filing [Form 410](#). File original [Form 501](#) with your election official and original [Form 410](#) with the Secretary of State and file a copy of [Form 410](#) with your election official.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file them on time.

4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in [Manual 2](#).

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for candidate's statement fee.

7. 24-HOUR REPORTING

If \$1,000 or more is received from one contributor during the last 90 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. ITEMIZE CONTRIBUTORS

For contributions of \$100 or more, including loans and in-kind contributions, **you must disclose the contributor's name, address, occupation, and employer.**

9. IF AN AGENT OR CAMPAIGN CONSULTANT BUY GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE INFORMED

Attend a campaign workshop in your area. Campaign Disclosure Workshops may be conducted from time to time in your area.

Contact the FPPC if you have questions.

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