

**EOP TRAINING WORKSHOPS**

**TOPICS COVERED MAY INCLUDE . . . .**

You May Already be a Candidate IF . . . .

Responsibilities for Candidates

Registration Forms

Election Cycle

Campaign Record Keeping

Reporting Requirements

Examples of a Technical Violation

Special Filings

Reporting Deadlines

Grace Periods

Automatic Filing Fees for Late Reports

Penalties

Hands on Electronic Filing

Maximum Allowable Contribution Limits

Use of Candidate's Personal Funds

Anonymous Contribution

Disposition of Contributions (Excess Funds)

C.O.O.S.A.

Two Business Day Report

Compliance Requirements for Lobbyist

21-5-30.2 (b)

Non Candidate Committees

Qualifying Officer Electronic Reporting System

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All training locations are ADA accessible.  
If you have questions or require accommodations, please contact the workshop facilitator.

# Educational Outreach Program Training Workshop



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## EDUCATIONAL OUTREACH PROGRAM TRAINING WORKSHOPS

### WHAT ARE THEY?

The Commission staff conducts training workshops that provide an educational opportunity for Public Officials, Candidates, Lobbyists, Non Candidate Committees, Qualifying Officers and Statewide Elected Officials to learn more about the Act and how it applies to them.

Training workshops are designed to provide the fundamentals of achieving and maintaining compliance with the Act.

### PROGRAM FOCUS

The emphasis will be on promoting compliance with the Act.

We will outline requirements, answer related questions, and demonstrate how to properly file disclosure reports.

### HOW MUCH DOES IT COST?

There is not a registration fee to participate in a training workshop. However, we ask that you R.S.V.P. to the facilitator so that we can obtain an accurate count for seating and materials.

### WHO CAN PARTICIPATE

The EOP Training Workshops are open to all elected officials and any candidates seeking elected office; the chairperson or treasurer of a candidate's committee; Non-Candidate Committees; Lobbyists; members of the Press and other interested persons.

### WHEN & WHERE?

Visit our website for the EOP Training Workshop Schedule [www.ethics.ga.gov](http://www.ethics.ga.gov).

RSVP is required.

### WHO'S COVERED

The Act covers all state, county, and municipal candidates for elected office and elected officials in Georgia. Candidates seeking elective office at the county or municipal level should ask their local election superintendent or municipal clerk for instruction in filing.

State filers must file reports showing campaign contributions received and expenditures made.

Reports are required to be filed even if all contributions received are \$100.00 or less.

**Reports must be filed even if there has been no activity.**

The Act also provides that any person, group, or organization that either receives or spends money, or both, on or for candidates, or makes contributions to candidates is subject to the campaign contribution disclosure requirements the same as a candidate.

**Additionally, candidates and public officers must file a financial disclosure statement.**

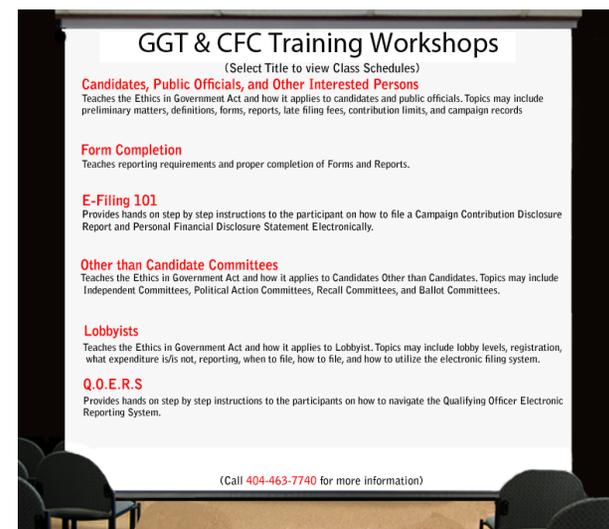
### FILE WITH THE COMMISSION

All state and statewide officials must electronically file disclosure reports using the Commission's Efiling system.

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Municipal filers must file Form DOI and reports with their city clerk

County filers must file Form DOI and reports with the local election superintendent



Visit our website [www.ethics.ga.gov](http://www.ethics.ga.gov) to view available Education Outreach Program Training Workshops and RSVP your attendance.

Do you have a question, comment or feedback about one of our training workshops?

Email the CIT Manager  
[mbazile@ethics.ga.gov](mailto:mbazile@ethics.ga.gov)

Emailing does not RSVP your attendance. You must RSVP via the link on our website.

<http://media.ethics.ga.gov/training/trainingSCHD.aspx>

