

# COURSES

## Candidates & Public Officials

### Candidates: How to Get Started

Teaches the Campaign Finance Act and how it applies to candidates and public officials. Topics may include preliminary matters, definitions, forms, reports, late fees, contribution limits, and campaign record keeping.

### Form Completion & How to E-file

Provides step by step instruction on how to complete a disclosure report. In-house and webinar courses are available

- Campaign Contribution Disclosure Reports
- Personal Financial Disclosure Statement
- Two Business Day Report
- Final Report and Termination Statement
- State Business Transaction Report
- Vender Gift Disclosure

## Local Filing Entities

Teaches the Campaign Finance Act and how it applies to local filing entities. Topics include but are not limited to changes from HB130 & SB297, filing responsibilities, E-Fax Instructions, and record keeping.

## Qualifying Officers

Provides basic information on the duties of a Qualifying Officer which includes step by step instructions on how to navigate through the Qualifying Officer Electronic Filing System. Topics include who is the qualifying officer, what are your responsibilities, how to create/add qualifications, editing qualifications, and entering election outcome results in the Qualifying Officer Electronic Reporting System (QOERS).

## Non Candidate Committees

Teaches the Campaign Finance Act and how it applies to Committees other than a Candidate's Committee. Topics include registration and reporting requirements for Independent Committees, Political Action Committees, Recall Committees, Ballot Committees and more.

## Lobbyist

### Lobbyist: How to Get Started

Teaches the Campaign Finance Act and how it applies to lobbyist. Topics include but are not limited to what is a lobbyist, How to register, lobbying level types, expenditure types, when to file expenditure reports, and terminating lobbyist registration.

### How to E-File a Lobbyist Expenditure Report

Provides step by step instruction on how to complete a lobbyist expenditure report.

# 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 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; Local Filing Entities, Qualifying Officers, 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 instructions on filing.

The Commission also offers video on demand, blogs, printable resources, and more. If you have a topic you would like the Commission to cover email [mbazile@ethics.ga.gov](mailto:mbazile@ethics.ga.gov).

## Compliance, Information & Training Division

Maria Bazile  
CIT Manager  
[mbazile@ethics.ga.gov](mailto:mbazile@ethics.ga.gov)

DeAngelo Hall  
Support Specialist &  
Trainer  
[dhall@ethics.ga.gov](mailto:dhall@ethics.ga.gov)

Samantha Jenkins  
Support Specialist &  
Lobby Registrar  
[sjenkins@ethics.ga.gov](mailto:sjenkins@ethics.ga.gov)

Ursula Benson  
Support Specialist &  
File Clerk  
[ubenson@ethics.ga.gov](mailto:ubenson@ethics.ga.gov)

## Georgia Government Transparency & Campaign Finance Commission

Stefan Ritter,  
Executive Director

200 Piedmont Ave SE  
Atlanta, GA 30334

404 463 1980  
[GAEthics@ethics.ga.gov](mailto:GAEthics@ethics.ga.gov)

[www.ethics.ga.gov](http://www.ethics.ga.gov)