

STATEMENT OF ORGANIZATION

INSTRUCTIONS

**READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING.
PRINT OR TYPE ALL INFORMATION LEGIBLY IN BLACK INK.**

GENERAL INFORMATION

- A committee check for the \$100 filing fee must accompany the Statement of Organization and be made payable to "Campaign Finance."
- This form must be filed every year between January 1 and January 31, subject to the following exceptions:
 - If a committee organizes after January 31, then this form must be filed within 10 days of the date of organization.
 - If the committee organizes within 10 days prior to an election, then this form must be filed within 3 days of the date of organization.
 - If the committee does not anticipate that it will have over \$1,000 in total financial activity for a particular calendar year, it is not required to file this form for that year. If it determines later in that year that it will exceed \$1,000 in total financial activity, then this form must then be filed within 10 days.
- A **Certificate of Registration** will be issued to each properly organized committee.
- A committee that has over \$1,000 of financial activity in a calendar year and does not file a Statement of Organization is subject to fines and/or civil penalties.
- No committee shall receive contributions or loans, make expenditures or loans or make a transfer of funds to or receive a transfer of funds from another committee in the aggregate in excess of \$1,000 in any calendar year until it has filed the annual statement of organization required by R.S. 18:1491.1. Any committee which violates the provisions of this Subsection shall be subject to the penalties provided in R.S. 18:1505.5 and R.S. 18:1505.6.
- Mail the Statement of Organization along with the required fee to:

**CAMPAIGN FINANCE
Post Office Box 4368
Baton Rouge, LA 70821**

FORM 200 INSTRUCTIONS

1. Enter the name and address of the candidate or committee. Committee names must comply with the following rules:
 - The name cannot be the same as or deceptively similar to the name of another committee.
 - If the committee supports only one candidate, the committee name must contain the name of that candidate.
 - If the committee supports more than one candidate, the committee name cannot contain the name of an individual candidate unless the committee name clearly reflects that the committee is not supporting or opposing only that individual.
 - If the committee uses an acronym in addition to its complete name, place the acronym in parentheses after the complete name.
 - If the committee name contains a number, spell out the number in the name and place the numerical symbol(s) in parentheses.
2. Enter the date the Statement of Organization is completed.
3. Enter the estimated number of members the committee anticipates it will have this year.
4. Check "Yes" if this filing is an amendment to a previously filed Statement of Organization. Any change in the information reported on this form that occurs before the committee's next Statement of Organization is otherwise due must be reported by filing an **amended Statement of Organization** within 10 days following the change. No filing fee is required for the filing of such an amendment.
5. Enter the necessary information with regard to all committee officers and/or directors:
 - a. Enter the name of each officer/director.
 - b. Enter the position of the officer/director indicated in 5a (e.g. Chairperson, Treasurer, Deputy Treasurer).
 - c. Enter the complete address of the officer/director indicated in 5a.
6. Enter the necessary information with regard to any affiliated organizations or participants in a joint fundraising agreement.
 - An affiliated organization is any organization, other than a committee, which directly or indirectly established, administers, or financially supports this committee.
 - "Joint fundraising agreement" means a written agreement between committees or other organizations to engage in joint fundraising efforts, proportionately share expenses of the joint fundraising, and distribute proceeds according to an allotment schedule in accordance with R.S. 18:1491.9.
 - a. Enter the full name of each affiliated organization/joint fundraising participant.
 - b. Enter the complete address of each entity noted in 6a.
 - c. Enter the relationship of the entity to the committee.
7. Enter the necessary information for **all** depositories for committee funds. **NOTE:** Committee funds must be deposited in one or more banks or savings and loan institutions or money market mutual funds.
 - a. Enter the full name of each depository.
 - b. Enter the complete address of each depository noted in 7a.

8. This item **MUST** be completed by selecting the registrant's committee type:
- "Principal campaign committee" means a committee designated by a candidate pursuant to R.S. 18:1491.3(A) or a committee which has designated subsidiary committee(s).
 - "Subsidiary Committee" means a committee other than a principal campaign committee, designated by a candidate or by a principal campaign committee pursuant to R.S. 18:1491.3(B) or (C) to receive contributions or make expenditures on behalf of the candidate or the principal campaign committee.
 - "Leadership Committee" means a committee registered with the supervisory committee which is designated by an elected official, but which is not the principal campaign committee of the elected official and does not make expenditures in support of the candidacy of the elected official or in opposition to any opponent of the elected official and that makes expenditures only as authorized by R.S. 18:1505.2(l)(1)(a) and (c).
 - "Committee Organized to Support a Single Candidate" means that this committee is not the principal or subsidiary committee the candidate referenced in 8a and that the committee is not working, and will not work, in coordination, consultation, or cooperation with the candidate referenced in 8a and 8b
 - "Independent Expenditure-Only Committee" means a committee registered with the supervisory committee which makes independent expenditures, makes no political contributions to any candidate for any elected office in this state or any of its subdivisions, or such candidate's principal campaign committee or a subsidiary committee thereof, and makes no coordinated expenditures with a candidate or such candidate's committee or a subsidiary committee thereof.
 - "Joint Fundraising Committee" is a political committee designated by the participants of a joint fundraising agreement to serve as the joint fundraising representative.
 - "Political Committee" means a committee which supports or opposes one or more candidates, propositions, recalls of a public officer, or political parties, and which accepts direct payments for personal services related to an election or a campaign in the name of the political committee in an aggregate amount in excess of \$1,000 within any calendar year.

If this committee is registering as a Principal Campaign Committee, Subsidiary Committee, Leadership Committee, or a Committee Organized to Support a Single Candidate, complete sections 8a and 8b:

- a. Enter the candidate's qualifying name.
- b. Enter the office sought by the candidate.

If this committee is the principal campaign committee or subsidiary committee of a candidate, there **must** be a Statement of Designation (Form 100) completed by the candidate or his principal campaign committee for this committee already on file with this office or accompanying this form.

9. a. Enter the full name of the person preparing the Statement of Organization.
b. Enter a daytime telephone number where this person may be contacted during business hours.
10. Complete date of certification and all required signatures and telephone numbers.
11. Complete the certification for Political Committees With Over 250 Members only if applicable.

STATEMENT OF ORGANIZATION

OFFICE USE ONLY

1. Name and Address of Committee

2. Date of this Statement

3. Estimated Membership

4. Amended Statement?

_____ Yes

Check If: New Committee _____

5. All Committee Officers and Directors (including Chairperson, Treasurer, Deputy Treasurer, if any, and any other committee officers and directors)

a. Name

b. Position

c. Address

Chairperson

Treasurer

6. Affiliated Organizations (R.S. 18:1483(1)) or Participants in a Joint Fundraising Agreement (R.S. 18:1491.9)

a. Name

b. Address

c. Relationship to Committee

7. All Depositories for Committee Funds

a. Name

b. Address

8. Type of Committee - By my signature below, I hereby certify that this committee is registering as a

_____ **“Principal Campaign Committee”** for the candidate referenced in 8a and 8b.

8a. Name of Candidate or Elected Official

_____ **“Subsidiary Committee”** of _____ which is a committee for the candidate referenced in 8a and 8b.

_____ **“Leadership Committee”** affiliated with the elected official referenced in 8a and 8b. The committee is not making and will not make contributions, whether direct or in-kind, to the principal campaign committee of the elected official with which it is affiliated, or any subsidiary committee thereof, or expenditures for the purpose of supporting the election to public office of the elected official with which it is affiliated, or opposing the election to public office of any opponent of the elected official with which it is affiliated.

8b. Office Sought or Held by the Candidate

_____ **“Committee Organized to Support a Single Candidate”** and that this committee is not the principal or subsidiary committee the candidate referenced in 8a and that the committee is not working, and will not work, in coordination, consultation, or cooperation with the candidate referenced in 8a and 8b.

_____ **“Independent Expenditures-Only Committee”** and that this committee is organized solely to make independent expenditures and is not, and will not, make contributions (direct or in-kind as defined in R.S. 18:1483(6)), in contravention of the Campaign Finance Disclosure Act.

_____ **“Joint Fundraising Committee”** pursuant to R.S. 18:1491.9. The name and mailing address of each committee and organization participating in the joint fundraising agreement must be listed under section 6, Affiliated Organizations or Participants in a Joint Fundraising Agreement.

_____ **“Political Committee”** organized for the primary purpose of making expenditures supporting or opposing one or more candidates, propositions, recalls of a public officer, or political parties.

9. a. Name of Person Preparing Report: _____

b. Daytime Telephone: _____

10. I HEREBY CERTIFY that the information contained in this STATEMENT OF ORGANIZATION is true and correct to the best of my knowledge, information and belief.

This _____ day of _____, _____.

Signature of Committee Chairperson

Daytime Telephone Number

Signature of Committee Treasurer, if any

Daytime Telephone Number

POLITICAL COMMITTEES WITH OVER 250 MEMBERS

The following certification is OPTIONAL and should be completed ONLY if it is applicable to your political committee. Completion of this certification doubles the normal limitations on the amounts of contributions to candidates that are otherwise applicable to political committees.

11. I HEREBY CERTIFY that the membership of this political committee exceeded two hundred fifty (250) members **as of December 31 of the calendar year immediately preceding the date of this STATEMENT OF ORGANIZATION**. I further certify that at least two hundred fifty (250) of the members of this political committee contributed at least fifty dollars (\$50) to this political committee **during the calendar year immediately preceding the date of this STATEMENT OF ORGANIZATION**.

This _____ day of _____, _____.

Signature of Committee Chairperson

Daytime Telephone Number

Signature of Committee Treasurer, if any

Daytime Telephone Number