

OCTOBER 2019



CHECKING IN

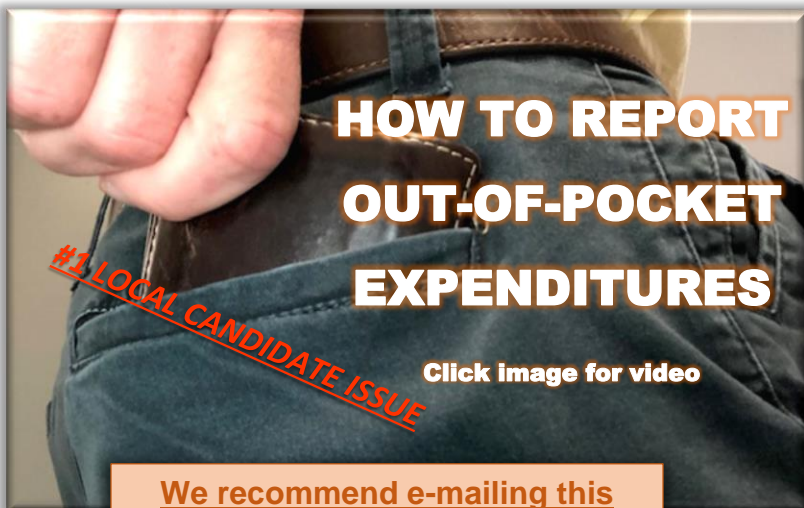


Monthly Informational Mailer for Local Election Officials 617-979-8300

When the local election is coming, what should you provide your candidates concerning campaign finance?

When you're running an election, we want to make campaign finance compliance as smooth as possible for your office and your local filers. We think this list will help:

1. Collect email addresses for all candidates.
2. Email (or provide a hard copy) of the [M101](#) organizational form to candidates and committees who are not organized.
3. Email the [M102](#) to all candidates and committees on the ballot. This is the standard campaign finance form used by local filers.
4. Provide a summary of the campaign finance law to all candidates and committees. [Click here](#) for the 24-page guide. [Click here](#) for the summary guide (two pages).
5. Email a [filing notice](#) to each candidate and committee on the ballot two-three weeks before the due date. The filing notice should let them know that a report is due, the reporting dates, and the potential fines for not filing.
6. Optional: We suggest that you ask your candidates to register with OCPF for access to [Reporter 7](#), a web-based program that creates and prints the M102 campaign finance report. They can register by sending OCPF a copy of their M101 form with "R7 only" written at the top to ocpf@cpf.state.ma.us.



We recommend e-mailing this tutorial to your local candidates.

Government E-Mail Addresses

When municipal candidates and committees create e-mail databases for their outreach and campaigning efforts, they should scrub government addresses from the list.

Please [click here](#) for OCPF's memo on the topic. Feel free to share the document with your candidates and committees.

[.gov](#) [.ma](#) [.state](#) [.city](#) [.town](#)