

State of Hawaii Campaign Spending Commission

Candidate Committee Training

May 2024

Mission

To maintain the integrity and transparency of the campaign finance process by enforcing the law, educating the public, administering public financing, and training campaign committees in order to encourage compliance.

Who We Are


- 5 Commissioners – Volunteers from the community appointed by the Governor from a list of 10 nominees submitted by the Judicial Council. Commissioners serve a 4-year term and may be reappointed for an additional 4-year term.
- 5 Staff – Executive Director, Associate Director, General Counsel, Administrative Assistant, and Elections Assistant
- Administratively attached to the Department of Accounting and General Services (DAGS)

Resources and Tools


- Law – Hawaii Revised Statutes, Chapter 11, Part XIII Campaign Finance (§11-301 to §11-435)
- Rules – Hawaii Administrative Rules (Chapters 3-160 and 3-161)
- Guidance – Advisory Opinions, Guidebooks, Cyber-Learning Videos
- Informal Guidance – Phone calls and CSC eblasts
- CSC Website and Social Media (Facebook and X)
- Dashboards and Online Searchable Database




CSC Website

ags.hawaii.gov/campaign




State of Hawaii
Campaign Spending Commission








[Home](#) [About ▾](#) [Legal Resources ▾](#) [Data ▾](#) [Contribution Limits](#) [Email Subscription](#) [Contact Us](#)





ABOUT THE CAMPAIGN SPENDING COMMISSION
[Read More](#)


 **Candidate Committees**


 **Noncandidate Committees**

 **Legal Names of Candidates**

 **Electioneering Communications**

 **Election Summaries**

 **Downloadable Calendar**



RECENT TWEETS

What is a Candidate Committee (“CC”)?

➤ “Candidate Committee” means:

- An organization, association, or individual
- That receives campaign funds, makes expenditures, or incurs financial obligations on behalf of a candidate
- With the candidate’s authorization

➤ A candidate shall have only one candidate committee



Registration

Registration

- Registration as a Candidate Committee is required when:
 - A candidate files nomination papers for office; or
 - Receives contributions or makes or incurs expenditures of more than \$100 in the aggregate during the applicable election period, whichever occurs first.
- A candidate committee must register by electronically filing an Organizational Report within 10 days




Registration – Electronic Filing Form



How does a Candidate Committee register?

- File the “Candidate Committee Electronic Filing Form”
- Obtain signatures from the candidate, chairperson, and treasurer
- eSign, mail, or deliver the form to the Commission to obtain a username and password for the Candidate Filing System (“CFS”)
- A username and password is sent to the email address provided on the Electronic Filing Form

Candidate Committee Electronic Filing Form



STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
235 S. Beretania Street, Room 300
Honolulu, Hawaii 96813
Phone: (808) 586-0285/Fax: (808) 586-0288
www.hawaii.gov/campaign

FOR OFFICE USE ONLY

Reg. No. _____

Date _____

CANDIDATE COMMITTEE ELECTRONIC FILING FORM

Candidate Committee Name: _____

Each candidate committee must electronically register with the Campaign Spending Commission ("Commission") **within 10 days of whichever occurs first:**

1. The date the candidate files nomination papers for office; or
2. The date the candidate or candidate committee receives contributions or makes or incurs expenditures of more than \$100 in the aggregate during the applicable election period.

In order to register, the committee must submit this form to the Commission. A user name and password for the Administrator (typically the committee's treasurer) and User will be sent to the email address you provide on this form. The committee will enter the Administrator's user name and password to login to the Candidate Filing System and complete the registration process by electronically filing an organizational report online. Once registered, a candidate committee must file periodic campaign disclosure reports online according to an applicable reporting schedule.

By signing this form, the candidate and treasurer acknowledge and certifies that the information on all reports electronically filed online are true, complete, and accurate. See, HRS §§11-321(c)(1), 11-331(a), and 11-340(a). This form also represents written acceptance of appointment for the chairperson and treasurer pursuant to HRS §11-321(c)(1). If a new chairperson or treasurer is appointed, the committee must:

1. Submit a new Electronic Filing Form to the Commission signed by the candidate and the newly appointed chairperson and/or treasurer; and
2. Electronically file an amended organizational report online with the current contact information of the newly appointed chairperson and/or treasurer **within 10 days of the change.**

IMPORTANT

☐ A candidate committee whose aggregate contributions and aggregate expenditures for the election period total \$1,000 or less is only required to electronically file a Final Election Period Report covering January 1 of the election year through the day of the General Election and all subsequent reports thereafter until the committee's registration is approved for termination. If your committee intends to stay within the \$1,000 threshold for the election period, please check this box **by June 30 of an election year.**

WARNING

If your candidate committee exceeds the \$1,000 threshold at any time during the applicable two-year or four-year election period, the committee must file the next required periodic report disclosing all activity from the beginning of the election year as well as all subsequent reports until the committee terminates their registration with the Commission.

Candidate's Signature	Date	Office Sought	District	County
Print Candidate's Name		Treasurer's Email Address		
Chairperson's Signature	Date	Treasurer's Signature	Date	
Print Chairperson's Name		Print Treasurer's Name	Phone #	
<input type="checkbox"/> Check box if newly appointed Chairperson		<input type="checkbox"/> Check box if newly appointed Treasurer		

CC E-Filing Form (Rev. 11/2021)

***NOTE:** By signing this form, the candidate and treasurer are certifying that the information on all electronically filed reports are true, complete, and accurate.

If any of the officers change:

(1) a new "Candidate Committee Electronic Filing Form" must be signed by the candidate and the new chairperson and/or treasurer then eSigned, mailed or delivered to the Commission; and

(2) an amended Organizational Report must be electronically filed within ten (10) days of the change.

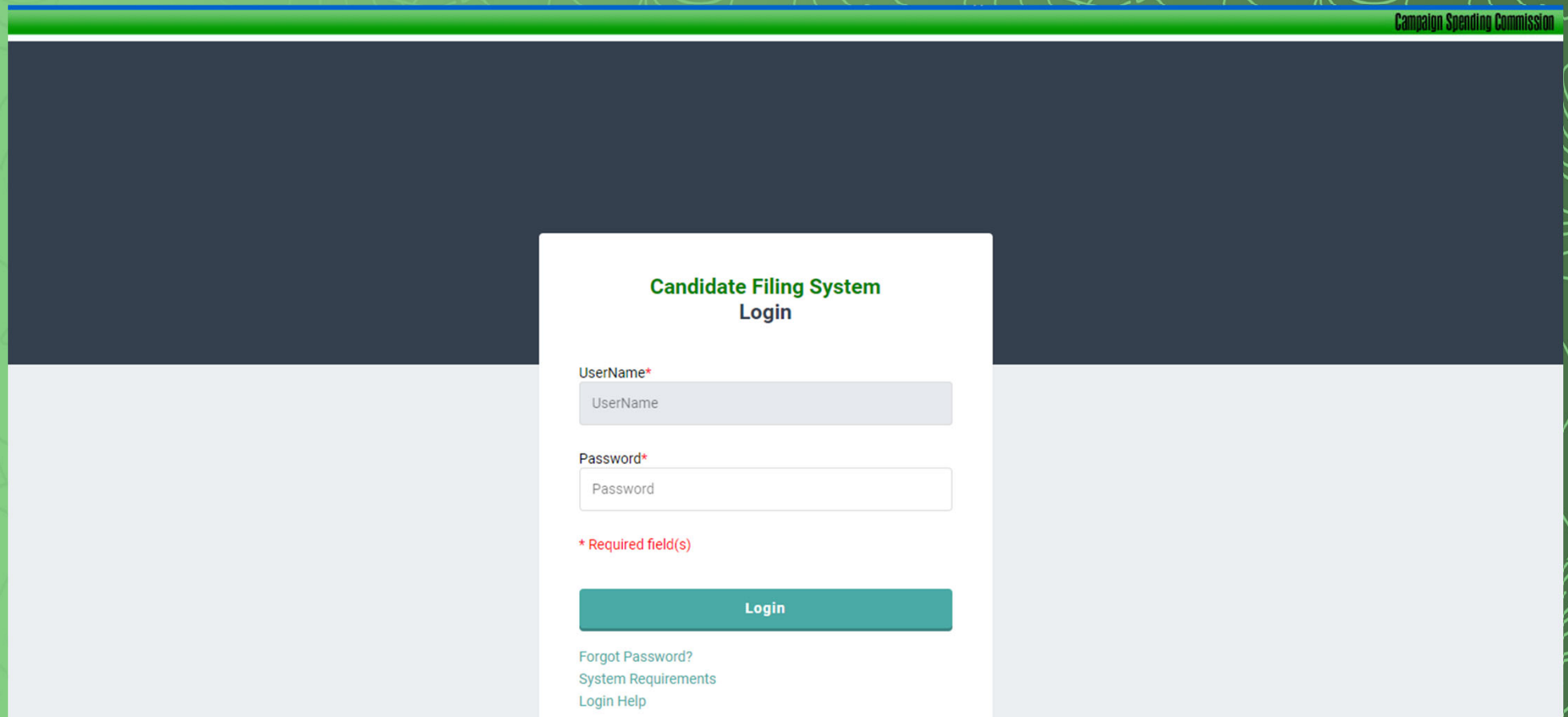
Registration – Organizational Report

- Launch your internet browser and go directly to the CFS login page at: <https://csc.hawaii.gov/CFS>
or
- Go to ags.hawaii.gov/campaign and click on the “Candidate Filing System” image at the bottom of the Home Page
 - Enter your username and password to log in to the CFS
- Complete and file your Organizational Report in the CFS



Candidate Filing System Login Page

How does a Candidate Committee register?



The screenshot shows a web browser window with a green header bar containing the text "Campaign Spending Commission". The main content area has a dark blue header and a light gray body. In the center, there is a white login form titled "Candidate Filing System Login". The form contains two input fields: "UserName*" and "Password*", both with red asterisks indicating they are required. Below the fields is a red asterisk followed by the text "* Required field(s)". A teal "Login" button is positioned below the fields. At the bottom of the form, there are three links: "Forgot Password?", "System Requirements", and "Login Help".

Campaign Spending Commission

Candidate Filing System Login

UserName*

Password*

* Required field(s)

Login

[Forgot Password?](#)
[System Requirements](#)
[Login Help](#)

Registration – Organizational Report



*NOTE: Very important that this information is current because by law all Commission correspondence and communication will go to the address listed via first class mail. The Commission may also try to call you so it is important that the phone numbers posted are correct! The Commission will also be using the email address listed to communicate with you via eblasts.

ORGANIZATIONAL REPORT

Candidate/Candidate Committee

Depository (Bank)

Chairperson

Treasurer

Deputy Chairperson (Optional)

Deputy Treasurers (Optional)

\$1,000 or Less Filer

Candidate/Candidate Committee

Candidate Name

Aloha, Moki

Committee Name *

Friends for Moki K. Aloha

Address 1 *

111 Aloha Street

Address 2

Suite 100

City *

Honolulu

State *

HI

Zip Code *

96813

Bus. Phone *

(808) 222-3333

Res. Phone *

(808) 444-5555

Web Page Address

http://www.mokialoha.com

Office Sought *

House

District

1

Party Affiliation *

Independent

* Required field(s)

File Report

By clicking the "File Report" button, the candidate and treasurer of the candidate committee affirms their acknowledgement and certification on the "Candidate Committee Electronic Filing Form" that the information on this electronically filed report is true, complete, and accurate. See, Hawaii Revised Statutes §§11-321(c)(1), 11-331(a), and 11-340(a).

Registration – Organizational Report

ORGANIZATIONAL REPORT CANDIDATE COMMITTEE			
THIS REPORT IS FILED FOR THE FOLLOWING PURPOSE: Amended			
1. CANDIDATE AND CANDIDATE COMMITTEE:			
(a) Candidate Name:	Aloha, Moki	2. Web Page Address:	http://www.mokialoha.com
(b) Committee Name:	Friends for Moki K. Aloha	3. Office Sought:	House
(c) Address:	111 Aloha Street Suite 100 Honolulu HI 96813	4. District / County:	1 /
(d) Phone: (Bus)	(808) 222-3333	5. Party Affiliation:	Independent
(Res)	(808) 444-5555	6. COMMITTEE DEPOSITORY (Bank):	
		(a) Name:	Pacific Bank
		(b) Address:	44 First Street Honolulu HI 96813
		(c) Account Number:	333444555
OFFICERS:			
7. CHAIRPERSON		8. TREASURER	
(a) Name:	Strategist, Stan	(a) Name:	Finance, Fannie
(b) Address:	888 Center Street Honolulu HI 96815	(b) Address:	111 Smith Street Honolulu HI 96813
(c) Phone: (Bus)	(808) 123-4567	(c) Phone: (Bus)	(808) 345-6789
(Res)	(808) 456-7890	(Res)	(808) 567-8901
		(d) E-mail Address:	mokialoha@mokialoha.com
9. DEPUTY CHAIRPERSON		10. DEPUTY TREASURER 1	
(a) Name:		(a) Name:	
(b) Address:		(b) Address:	
(c) Phone: (Bus)		(c) Phone: (Bus)	
(Res)		(Res)	
11. DEPUTY TREASURER 2		12. DEPUTY TREASURER 3	
(a) Name:		(a) Name:	
(b) Address:		(b) Address:	
(c) Phone: (Bus)		(c) Phone: (Bus)	
(Res)		(Res)	
13. DEPUTY TREASURER 4		14. DEPUTY TREASURER 5	
(a) Name:		(a) Name:	
(b) Address:		(b) Address:	
(c) Phone: (Bus)		(c) Phone: (Bus)	
(Res)		(Res)	
<input checked="" type="checkbox"/> The candidate committee has indicated that aggregate contributions and aggregate expenditures for the election period will total \$1,000 or less. Therefore, pursuant to HRS section 11-339, the candidate committee shall electronically file only a final election period report and supplemental reports until the candidate committee's registration is terminated as provided in HRS section 11-328, and need not file a preliminary and final primary report, a preliminary and final general report, or a special election report. The candidate committee also understands that if it exceeds the \$1,000 threshold at any time during the election period, it must electronically file all disclosure reports as required by HRS section 11-334.			

Activate Windows
Go to Settings to activate Windows

Publication of Legal Candidate's Name

Effective June 23, 2023, if the candidate name requested to be printed on the ballot is different than the candidate's legal name, the Office of Elections and the Commission will include the candidate's legal name wherever the name requested to be printed on the ballot is used.

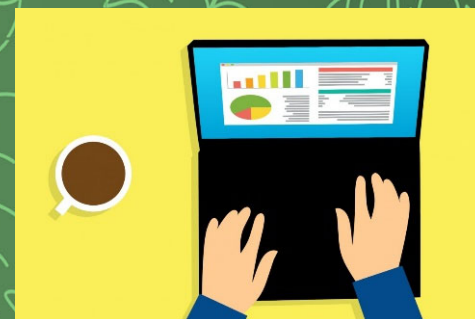
Publication of Committee Name

Effective March 31, 2023, any candidate who fails to register with the Commission or correct their organizational report will have their name published on the Commission's website until they comply.

Reporting

Reporting

- ✓ Candidate Committees are required to electronically file a series of Disclosure Reports by specified due dates on the CFS
- ✓ To be timely filed, your reports must be electronically filed on or before 11:59 p.m. Hawaiian standard time on the reporting deadline
- ✓ These reports list contributions, expenditures, other receipts, loans, unpaid expenditures, and durable assets. The same format is used for each Disclosure Report; however, each report has a different name depending on the due date and reporting period it covers.
- ✓ You must maintain and preserve records including bank records and reports for at least **5 years** after the report is filed as well as keep such information available for audit, inspection, and examination



Reporting - Reporting Deadlines

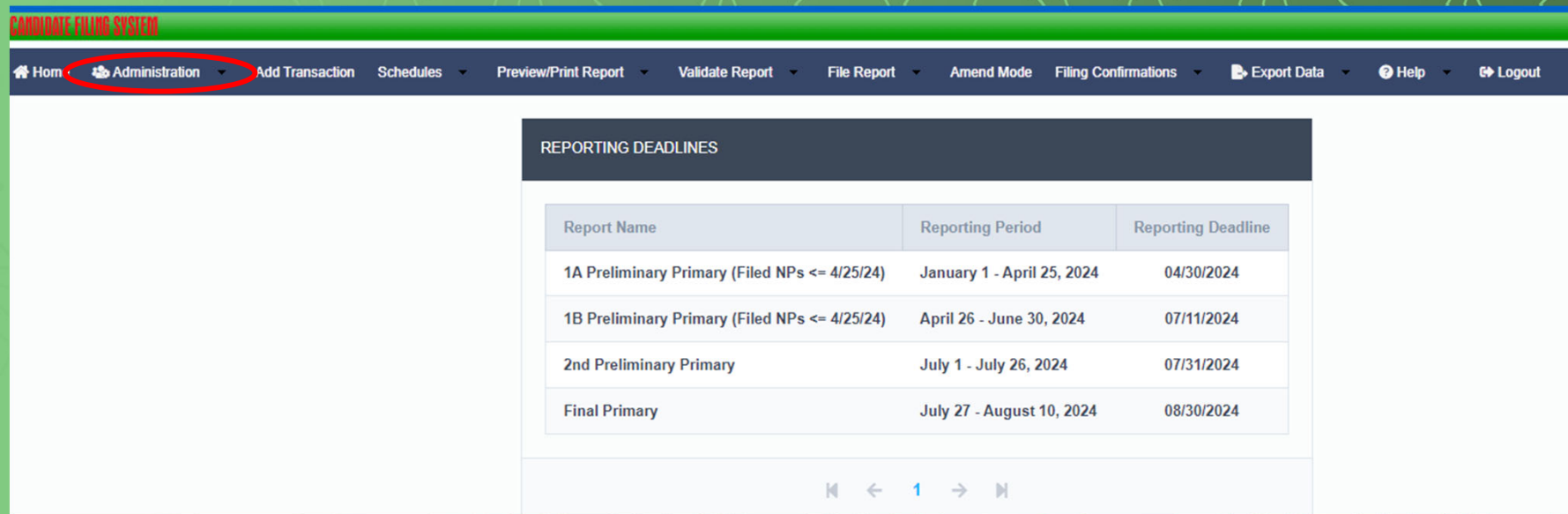
- Due dates for reports are established by the Hawaii Revised Statutes
- View when the next report is due for candidates under “Reminders” on the Commission’s homepage
- Reporting schedules are posted on our website
 - Click on “Candidate Committees” and then click “Reporting Deadlines”
- Add the Commission’s Downloadable Calendar to your Google, Apple, Outlook or other Calendar App
- As a courtesy, the Commission does reminder eblasts and X posts prior to each reporting deadline.



Reporting – Reporting Deadlines

- Candidate Filing System / Click “Administration” then “Reporting Deadlines”
- The Commission will add the required report deadlines to your reporting schedule, so they are available for you to preview, print, validate and file.

Example: Candidate on the Primary Ballot filing nomination papers before 4/25/2024



The screenshot shows the 'CANDIDATE FILING SYSTEM' interface. The top navigation bar includes links for Home, Administration (highlighted with a red circle), Add Transaction, Schedules, Preview/Print Report, Validate Report, File Report, Amend Mode, Filing Confirmations, Export Data, Help, and Logout. Below the navigation bar, a table titled 'REPORTING DEADLINES' is displayed. The table has three columns: Report Name, Reporting Period, and Reporting Deadline. It lists four reporting periods for the Primary Ballot, each with a specific deadline. At the bottom of the table, there are navigation controls including arrows and a page number '1'.

Report Name	Reporting Period	Reporting Deadline
1A Preliminary Primary (Filed NPs <= 4/25/24)	January 1 - April 25, 2024	04/30/2024
1B Preliminary Primary (Filed NPs <= 4/25/24)	April 26 - June 30, 2024	07/11/2024
2nd Preliminary Primary	July 1 - July 26, 2024	07/31/2024
Final Primary	July 27 - August 10, 2024	08/30/2024

Reporting

- Candidates and Treasurers certify on the “Candidate Committee Electronic Filing Form” that the information on all electronically filed reports are true, complete, and accurate
- Amended reports can be filed when the committee discovers that an earlier report contains erroneous information
 - Correcting typos or errors in names/addresses of contributors or vendors
- However, amended reports cannot conflict with the candidate’s and treasurer’s certification above. If so, it will result in a fine.
 - Failing to report contributions or expenditures

Reporting – Disclosure Reports



- Once you are registered and until you terminate, when a report is required to be filed, a report must be filed even if you have no activity during a reporting period
- All reports filed are public reports and immediately available to the public on the Commission website!

Reporting - Fines

- There is a \$50 fine per day for the first 7 days that a report is not filed when due - \$200 per day thereafter
 - The fine shall not exceed 25% of the total amount of contributions or expenditures, whichever is greater, for the period covered by the report but the minimum fine for a report filed more than 4 days after the due date shall be \$200
- For the 2nd Preliminary Primary Report and the 2nd Preliminary General Report, the fine is \$300 per day
 - The fine shall not exceed 25% of the total amount of contributions or expenditures, whichever is greater, for the period covered by the report but the minimum fine shall be \$300
- Commission will publish candidate committee names on its website that have failed to file a report or timely correct a report

Reporting – Late Contribution Reports

- There are two (2) Late Contribution Reports for candidate committees:
 - Late Contributions (Primary) – Due August 7, 2024
 - Late Contributions (General) – Due November 4, 2024

- If you do not have any late contributions in a late contribution period or if you are not on the ballot in a primary or general, you do not have to file the report.



Reporting – Late Contributions Report

- A late contribution is one that aggregates more than \$500 and is received between fourteen (14) calendar days and four (4) calendar days prior to an election
- The Late Contributions Report must be filed electronically on the CFS on or before the 3rd day prior to the election
- The CFS will create the Late Contributions Report after the contribution data is entered
- Under “Preview/Print Report,” click “Late Contributions / Public Funding Report,” select “Primary” or “General,” then select “Late Contributions Report.” Preview and file the report by doing the same steps under the “File Report” menu.

Reporting – Late Contributions Report

Home Administration Add Transaction Schedules **Preview/Print Report** Validate Report File Report Amend Mode Filing Confirmations

Export Data Help Logout

PREVIEW/PRINT LATE CONTRIBUTIONS REPORT OR PUBLIC FUNDING REPORT

Select Election * Primary

Select Report * Late Contributions Report

* Required field(s)

✓ Preview Report

STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION

Committee Name: Hannemann Committee 2020

LATE CONTRIBUTIONS REPORT (PRIMARY)

Name and Address	Employer Occupation Non-Resident	Date Non-Monetary Category Non-Monetary Description	Amount Aggregate
Aloha, Johnny 567 Aloha Street Honolulu HI 96813	Owner Johnny's Company <input type="checkbox"/>	08/01/2024	\$1,000.00 \$1,000.00

Reporting



When your campaign is over, you must continue to file disclosure reports even if you have no contributions and/or expenditures until you:

- ✓ Dispose of your surplus funds, as specified by law (this would include paying off outstanding loans and unpaid vendors);
- ✓ File a “Request for Termination of Registration” with a closing bank statement; and
- ✓ The request is approved by the Commission staff

Contributions

Contributions



“Contribution” means:

- A gift, subscription, deposit of money, or anything of value, or cancellation of a debt or legal obligation and includes the purchase of tickets to fundraisers for the purpose of:
 - (A) Influencing the nomination for election, or election, of any person to office
- Payment of services rendered to a candidate committee without charge or at an unreasonably low charge for the purpose of (A)
- Any loans or advances that are not documented or disclosed

Contributions – Non-Monetary/In-Kind

- “Contribution” includes non-monetary also known as in-kind contributions
 - Goods or services without charge or at a charge that is less than the usual and normal charge for the goods or services
 - “Usual and normal charge” means the price of those goods or services in the market from which they would have been purchased at the time of the contribution
 - If the goods or services are provided at less than the usual and normal charge, the amount of the non-monetary contribution is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount paid by the committee
 - Non-monetary contributions are aggregated with monetary contributions for contribution limit purposes

Contributions



“Contribution” does not include:

- Volunteer services
- Unpaid internet activities for the purpose of influencing an election
- Candidate’s own funds (but reported as other receipts)
- Loans or advances with proper documentation (but reported as loans)

Contributions

- Only the treasurer and deputy treasurers shall be authorized to receive contributions on behalf of the candidate committee
- A monetary contribution must be deposited into the candidate committee's bank account within seven (7) days of receipt by the candidate, treasurer or deputy treasurer
- No commingling of campaign funds with any other funds
- Cannot spend cash contributions without first depositing them into the candidate committee's bank account
- Cannot accept a contribution of more than \$100 in cash, in the aggregate, from a single person during each election period and shall issue a receipt to the contributor and keep a record of the contribution.

Contributions - Reporting

- The treasurer must establish and maintain itemized records showing the name, address, and amount of each monetary contribution, and the description and value of each non-monetary contribution. All contributions must be entered into the Candidate Filing System.
- For those contributors who contribute **more than \$100**, in the aggregate, in an election period, a contributor's name, address, contribution amount, and date of deposit will be itemized on Schedule A - Contributions Received

SCHEDULE A - CONTRIBUTIONS RECEIVED				
Name and Address	Employer Occupation Non-Resident	Date Non-Monetary Category Non-Monetary Description	Amount	Aggregate
ABC PAC 234 South Street Honolulu HI 96813	<input type="checkbox"/>	02/01/2024	\$2,000.00	2,000.00
Aloha, Johnny 567 Aloha Street Honolulu HI 96813	Owner Johnny's Company <input type="checkbox"/>	04/01/2024	\$1,000.00	1,000.00
Total			\$3,000.00	

Contributions - Reporting

- For those contributors who contribute **\$1,000 or more**, in the aggregate, in an election period, you must report a contributor's name, address, contribution amount, and date of deposit, but also the contributor's occupation and employer
- If all the information is not on file, the contribution must be returned to the contributor within thirty (30) days of deposit



Occupation and Employer Validation

EMPLOYER / OCCUPATION VALIDATION

Select Reporting Period *

2022-2024 1A Preliminary Primary (Filed NPs <= 4/25/24) January 1 - April 25, 2024

Validate

Clear

* Required field(s)

The following contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.

Name

Aloha, Johnny

UPDATE OF NAME

Name

Aloha, Johnny

Address 1

567 Aloha Street

Address 2

City

Honolulu

State

HI

Zip Code

96813

Occupation

Owner

Employer

Johnny's Company

Save

Exit

35

Contribution Limits



Q. How much can a candidate committee receive in contributions?

A. It depends to which office the candidate is seeking nomination or election.

- 2-year office
House, Hawaii/Maui/Kauai County Council
\$2,000 in an election period
- 4-year non-statewide office
Senate, Mayor, Prosecuting Attorney, Honolulu City Council
\$4,000 in an election period
- 4-year statewide office
Governor, Lt. Governor, OHA
\$6,000 in an election period

Contribution Limit Validation

- State Senate Candidate
- \$4,000 Contribution Limit for 2-Year Election Period from November 8, 2022 - November 5, 2024

[Add Transaction](#) [Schedules](#) [Preview/Print Report](#) [Validate Report](#) [File Report](#) [Amend Mode](#) [Filing Confirmations](#) [Export Data](#) [Help](#)

CONTRIBUTION LIMIT VALIDATION

Select Reporting Period *

2022-2024 1A Preliminary Primary (Filed NPs <= 4/25/24) January 1 - April 25, 2024

Validate

Clear

* Required field(s)

WARNING: The following contributor has contributed in excess of the contribution limit (4000) during the applicable election period. This is by no means conclusive so please check your records to confirm and take appropriate action. This validation warning will not restrict you from filing your report for this reporting period. If you see the words "No Records Found" below it means you have no excess contributions for this reporting period but all reports are subject to final review by the Commission.

Name	Type	Date	Amount	Aggregate
ABC PAC	Noncandidate Committee	02/01/2024	\$4,500.00	\$4,500.00

Contributions - Aggregation

Aggregation

All contributions and expenditures of a person whose contributions or expenditures are financed, maintained, or controlled by any corporation . . . or any other person . . . or by any group of those persons . . . shall be considered to be made by a single person.



Contributions – Noncandidate Committee

Organization, association or individual (not using their own funds) that makes contributions of more than \$500, in the aggregate, during a two-year election period (November 8, 2022 - November 5, 2024) must register and report as a Noncandidate Committee with the Commission.




Contributions - Fundraisers

- You must file a “Notice of Intent to Hold a Fundraiser” form with the Commission prior to the fundraiser.
- A “fundraiser” means any function held for the benefit of a candidate or candidate committee that is intended or designed, directly or indirectly, to raise contributions for which any price is charged or any contribution is suggested for attending the function.
- A notice must be eSigned, faxed, mailed, or delivered to the Commission.
- NOTE: No elected official shall hold a fundraiser event during any regular or special session of the state legislature. “Elected official” means an individual who currently holds an elected state or county office as well as any individual appointed to serve in a state or county office.

Contributions - Fundraisers

“Notice of Intent to Hold a Fundraiser” form


STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
235 S. Beretania Street, Room 300
Honolulu, Hawaii 96813
Phone: (808) 586-0285/Fax: (808) 586-0288
www.hawaii.gov/campaign

NOTICE OF INTENT TO HOLD A FUNDRAISER

Under Hawaii Revised Statutes §11-342, no fundraiser shall be held unless a notice of intent to hold the fundraiser is filed with the Campaign Spending Commission (“Commission”) for any function held for the benefit of a candidate, candidate committee, or noncandidate committee that is intended or designed, directly or indirectly, to raise contributions for which any price is charged or any contribution is suggested for attending the function. **The person in charge of the fundraiser shall file the notice with the Commission prior to the fundraiser.**

The following information must be provided:

Candidate Name: _____ Office Sought: _____ District/County (if applicable): _____/_____	Noncandidate Committee Name: _____ _____ _____
--	---

Person in Charge of Fundraiser: _____

Address of Person in Charge: _____

Date of Fundraiser: _____ Time of Fundraiser: _____

Place of Fundraiser (i.e., Venue name and address): _____

Price or Suggested Contribution Per Person (if any): \$ _____

Saved to this PC **WARNING**

The Commission's office is open Monday through Friday from 7:45 a.m. through 4:30 p.m. except on State Holidays. If a notice is submitted to our office on the same day the event is scheduled, we must receive the notice prior to the fundraiser's start time and before our office closes for the day. Failure to comply with this requirement will result in a fine.

Notices for fundraisers held on Saturday, Sunday or State Holidays must be submitted to our office before 4:30 p.m. on the last business day prior to the Saturday, Sunday, or State Holiday.

I hereby certify that the information on this notice is true and accurate:

Signature of Person in Charge Date

Fundraiser Form (Rev. 04/2023)

Contributions - Fundraisers

Joint Fundraisers

- ✓ Contributions to candidates having a joint fundraiser must be made to the individual candidates and not to one candidate who later pays the rest
- ✓ Expenses for the joint fundraiser must be pro-rated
- ✓ Campaign funds cannot be used to support another candidate, except for Governor and LG candidates in the general



Contributions - Fundraisers



Fundraising in a government facility is prohibited, unless you pay a fee or have a reservation, and the facility has no rules prohibiting it

Violation of the prohibition of fundraising on state or county property shall be guilty of a misdemeanor

Contributions - Prohibitions

1. Excess Contributions
2. Nonresident Contributions
3. False Name Contributions
4. Anonymous Contributions
5. State or County Contractors
6. Foreign National or Foreign Corporations
7. Lobbyist Contributions





Excess Contributions – Contributions that exceed the limit

- ✓ Excess contribution not deposited and returned within 7 days of receipt does not have to be reported
- ✓ Excess contribution returned within 30 days of receipt must be reported but the excess contribution will not escheat to the Hawaii Election Campaign Fund (“HECF”). The contributor may be subject to a fine.
- ✓ Excess contribution not returned within 30 days of receipt must be reported and the excess contribution escheats to the HECF. The contributor may be subject to a fine.



Contributions - Prohibitions



Nonresident Contributions - Contributions from persons who are not residents of the state at the time the contributions are made

- ✓ Cannot exceed 30% of your total contributions for an election period
- Exception - Contributions from “immediate family” members do not count toward the 30% cap
 - “Immediate family” means a candidate’s spouse or reciprocal beneficiary (HRS §572C-3), and any child, parent, grandparent, brother, or sister of the candidate, and the spouses or reciprocal beneficiaries of such persons
- Candidate committee has 30 days after the end of the election period to return the excess and may choose which contributions to return. If not, the excess escheats to the HECF.

Nonresident Contribution Validation

- State Senate Candidate
- 2-Year Election Period from November 8, 2022 - November 5, 2024

NON-RESIDENT CONTRIBUTION VALIDATION

Select Reporting Period * 2022-2024 1A Preliminary Primary (Filed NPs <= 4/25/24) January 1 - April 25, 2024 Validate Clear

* Required field(s)

Contributions from all persons who are not residents of the state at the time the contributions are made shall not exceed thirty percent of the total contributions received by a candidate or candidate committee for each election period. This validation calculates the percentage of non-resident contributions from the total contributions received during your current election period.

Non-Resident Contributions	Total Contributions	Percentage
\$1,000.00	\$9,500.00	10.52 %



False Name Contributions

- A person cannot make a contribution in the name of another person
- Examples – Company X cannot give its employees \$1,000 each to contribute to candidate committee Z. Company X also cannot ask its employees to contribute \$1,000 to candidate committee Z and then reimburse them.
- Any false name contribution shall escheat to the HECF



Contributions - Prohibitions



Anonymous Contributions

- You may not accept anonymous contributions
- If the contributor cannot be identified, the contribution must escheat to the HECF
- Exception: Calabash Bowl - Must have a minimum of 10 people contributing to the bowl at the same political function and the total contributions collected must aggregate to less than \$100



Contributions - Prohibitions



Effective March 31, 2023, a candidate or candidate committee shall not accept a contribution of more than \$100 in cash, in the aggregate, from a single person during each election period.

Contributions - Prohibitions



State or County Contractors

- Persons with certain state and county contracts may not make contributions between execution and completion of the contract
- Contracts for the buying of state or county property, the selling of any land or building to the state or county, rendition of “personal services,” or furnishing of materials, supplies or equipment
 - “Personal services” means the performance of services in the fields of health, law, engineering, architecture, construction, accounting, actuarial science, performing arts, or consulting
- Where funds appropriated by the legislative body
- Prohibition is against the person whose name is on the contract

Contributions - Prohibitions



Example

If ABC Architects has a contract with the State, no funds may be contributed from the treasury of ABC Architects. However, officers, employees, and shareholders of ABC Architects may make contributions from personal funds.

Subcontractor allowed to contribute if they do not have a contract with the State or county.



Foreign National or Foreign Corporations

- Contributions or expenditures made to or on behalf of a candidate or committee by a foreign national or foreign corporation are prohibited
- Exception – Foreign nationals with a green card and a foreign-owned domestic corporation if:
 - Foreign national individuals do not participate in election-related activities, including decisions concerning contributions or the administration of a candidate or noncandidate committee; or
 - The contributions are domestically-derived



Lobbyist Contributions

- Effective June 23, 2023, lobbyists who are actively registered with a State or county ethics board or commission are prohibited from contributing to an elected official, candidate, candidate committee, or any other individual required to file an Organizational Report with the Commission, or making an expenditure on behalf of these persons, during any regular or special session of the legislature, and for 5 calendar days before and after a session.
- Any prohibited contribution shall escheat to the Hawaii Election Campaign Fund

Reporting Contributions, Other Receipts and Loans

Schedule A - Contributions

- The date a monetary contribution is deposited is deemed to be the date the contribution is received
- A non-monetary contribution shall be disclosed and reported at the contribution's reasonable market value on the date received

Schedule C - Other Receipts

- Examples - Interest from bank accounts, rebates or refunds from purchases, candidate's own funds, public funds

Schedule D - Loans

Loans

Loans

4 Types of Loans a Candidate May Accept:



- Candidate's Own Funds → unlimited amount
- Financial institution regulated by the state or a federally chartered depository institution and made in accordance with applicable law in the ordinary course of business → unlimited
- Candidate's "Immediate Family" → aggregate not to exceed \$50,000 during an election period
- Other Persons → aggregate not to exceed \$10,000 during an election period and may not receive any more loans until the entire \$10,000 is repaid in full

Loan Limit Validation

- Loans from Other Persons
- Aggregate amount not to exceed \$10,000 during an election period

LOAN LIMIT VALIDATION

Select Reporting Period * 2022-2024 1A Preliminary Primary (Filed NPs <= 4/25/24) January 1 - April 25, 2024 Validate Clear

* Required field(s)

WARNING: The following lender has loaned money in excess of the loan limit during the applicable election period. This is by no means conclusive so please check your records to confirm and take appropriate action. This validation warning will not restrict you from filing your report for this reporting period. Note: This validation checks loans by "Other Entity" sources on a per lender basis but the loan limit of \$10,000 for other entities is an aggregate limit for all loans made by these sources during the applicable election period so please check your records accordingly. If you see the words "No Records Found" below, it means you have no excess loans for this reporting period but all reports are subject to final review by the Commission.

Name	Loan Source	Date	Amount	Aggregate
Sunset, Sammy	Other Entity	04/01/2024	\$10,500.00	\$10,500.00


Loans

Regardless of where the loan originates (i.e., the candidate, financial institution, immediate family, other person), an executed loan document shall be provided to the Commission for any loan in excess of \$100 with the:

- Lender's name and address;
- Date, amount and purpose of the loan; and
- Terms of the loan, including the interest and repayment schedule.



“Executed Loan Document” form


STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
235 S. Beretania Street, Room 300
Honolulu, Hawaii 96813
Phone: (808) 586-0285/Fax: (808) 586-0288
www.hawaii.gov/campaign

EXECUTED LOAN DOCUMENT FOR LOANS IN EXCESS OF \$100

Candidate Name: _____

Pursuant to Hawaii Revised Statutes (“HRS”) §§11-333(b)(5), 11-371, and 11-372, I am hereby submitting an executed loan document for a loan in excess of \$100 that was received by the candidate committee and reported on “Schedule D - Loans” in the applicable reporting period. I understand that this document must be received by the Commission by mail or delivery on or before the filing date for the report covering the reporting period when the loan was received. Failure to disclose the loan or to provide this loan documentation to the Commission shall cause the loan to be treated as a contribution or other receipt if the loan is from the candidate.

The loan is from the following source (check off one below – if more than one source or more than one loan, please submit another form):

☐ The candidate's own funds;

☐ A financial institution regulated by the State or a federally chartered depository institution and made in accordance with applicable law in the ordinary course of business;

☐ The candidate's immediate family (the aggregate amount of loans and contributions received from the immediate family shall not exceed \$50,000 during an election period) (see, HRS §11-302 for definition of “Immediate family”); or

☐ Other person (the aggregate amount of loans from other persons shall not exceed \$10,000 during an election period). Loans from other persons **must be repaid within one year of the date that the loan was made**. If not repaid within one year, the candidate is prohibited from accepting any other loans and all campaign funds, including contributions subsequently received, shall be used to repay the outstanding loan in full.

The following information documents this loan:

Lender's Name: _____

Lender's Address: _____

Lender's Employer: _____

Lender's Occupation: _____

Purpose of Loan: _____

Loan Date: _____ Loan Amount: _____

Interest Rate: _____ Repayment Schedule: _____

Types and Value of Collateral, if any, or Other Sources that Secure the Loan:

Candidate's Signature _____	Lender's Signature _____
Date _____	Date _____

CC Loan Document Form (Rev. 09/2019)

Loans

- The executed loan document must be manually filed with the Commission by 4:30 p.m. on or before the filing date for the report covering the reporting period when the loan was received
- Failure to disclose the loan or provide documentation of the loan to the commission shall cause the loan to be treated as a contribution subject to applicable contribution limits

Loans

A “loan” does not include expenditures made on behalf of a committee by a candidate, volunteer, or employee if:

- The candidate’s, volunteer’s, or employee’s aggregate expenditures do not exceed \$1,500 within a 30-day period;
- A dated receipt, written description of payee with amount, date and purpose of expenditure is provided to the candidate committee before reimbursement; and
- The candidate committee reimburses the candidate, volunteer, or employee within 45 days of the expenditure being made.

Expenditures

Expenditures

“Expenditure” means:

- Any purchase or transfer of money or anything of value, or promise or agreement to purchase or transfer money or anything of value, or payment incurred or made, or the use or consumption of a nonmonetary contribution for the purpose of:
 - (A) Influencing the nomination for election, or the election, of any person seeking nomination for election or election to office, whether or not the person has filed nomination papers
- Any payment by any person other than the candidate or candidate committee, of compensation for the services of another person that are rendered to the candidate or candidate committee for any purpose mentioned in (A); or
- The expenditure by a candidate of the candidate’s own funds for any purpose mentioned in (A).

Expenditures - Reporting

- Reports must contain all expenditures made or incurred (when the services are rendered or the product is delivered)

Example: 50 cases of copier paper are delivered on June 1, 2024. An invoice is not provided until July 3, 2024. This must be reported as an unpaid expenditure on June 1, 2024 in the candidate's 1B Preliminary Primary Report.

- Name and address of each vendor (who you paid)
- Amount, date, and purpose of expenditure
- Itemized credit card payments (not Visa payment \$1,200, but ABC Printing – 6 banners - \$1,200) – because not known if bona fide purchase
- Payments to advertising agencies and consultants must be itemized
- Candidate reimbursements must be itemized

Expenditures



8 Authorized Expenditures of Campaign Funds:

- (1) For any purpose directly related to the campaign
- (2) To purchase or lease consumer goods, vehicles, equipment, and services that provide a mixed benefit to the candidate
- (3) To make donations to any community service, educational, youth, recreational, charitable, scientific, or literary organization
- (4) To make donations to any public school or public library
- (5) To award scholarships to full-time students attending an institution of higher education or a vocational education school leading to a degree, certificate, or other recognized educational credential
- (6) To purchase not more than 2 tickets to an event held by another candidate or committee
- (7) To make contributions to your party
- (8) To pay for ordinary and necessary expenses incurred in connection with your duties as a holder of an office, including expenses incurred for memberships in civic or community groups

Expenditures



Examples of expenditures for any purpose “directly related to the campaign:”

- Office rent and utilities for a campaign headquarters
- Banners and signs
- Television, radio, internet and newspaper advertisements
- Mailers and walking pieces
- Food for volunteer signholders
- Newsletters, reports, surveys, polls

Expenditures



(cont'd)

- Legal expenses related to your campaign (e.g., penalties, fines, judgments, or settlements imposed by a court or regulatory agency such as the Commission, but does not include criminal charges or speeding tickets)
- Airfare and hotel accommodation (e.g., you are running statewide or in a canoe district, and must travel from Maui to Lanai and Molokai to campaign)
- Attend state and county political conventions (i.e., travel, meals, & registration, but not clothing and entertainment expenses)
- Food expenses incurred at a fundraising event or other campaign activity
- Reasonable expenses of a “mahalo party”
- Durable assets (e.g., computer, cell phone, camera, printer)

Durable Assets



- Non-consumable supply or equipment with a minimum purchase value of \$250 and a useful life of 12 months or more (e.g., computer, cell phone, camera, printer)



Expenditures



(cont'd)

- Gifts for campaign volunteers/employees - Limit for the candidate's applicable election period:
 - 2-year office → \$500 aggregate
 - 4-year non-statewide office → \$1,000 aggregate
 - 4-year statewide office → \$1,500 aggregate



Expenditures



“Mixed benefit” - If a candidate wants to use a motor vehicle for their campaign, they have 2 choices:

- (1) They may purchase or lease a vehicle in the name of the candidate committee and they may use campaign funds to pay expenses to maintain, repair, or tow the vehicle but they must reimburse the campaign for any personal use of the vehicle
- (2) They may use their personal vehicle for their campaign and they may claim mileage reimbursement at the DAG's rate for campaign mileage (67¢ in 2024) but they may not use campaign funds to repair, maintain, or tow the vehicle



Expenditures



“Charitable donations” & “Scholarship” limits:

- Up to twice the contribution limit of your office in an election period with campaign funds (i.e., \$4,000, \$8,000, or \$12,000)
- Prohibited periods:
 - Charitable donations - Not between filing nomination papers and the general election unless you are declared duly and legally elected to office prior to the general election or are unsuccessful in the primary or special primary election
 - Scholarships – Not between filing deadline for nomination papers and the general election unless you are declared duly and legally elected to office prior to the general election or are unsuccessful in the primary or special primary election
- NOTE: A candidate or candidate committee shall not use campaign funds for a scholarship for the candidate or the candidate’s immediate family.

Expenditures



“Public school or public library donations:”

- Up to twice the contribution limit of your office in an election period with campaign funds (i.e., \$4,000, \$8,000, or \$12,000)
- No prohibited period

Expenditures



“Ordinary and necessary” expenses means expenses incurred in connection with the candidate’s duties as a holder of an office, including expenses incurred for memberships in civic or community groups:

- Expenses must be reasonable, usual, and directly related to the office
- Examples:
 - Travel expenses to conduct State or county business.
 - Bonafide registration and travel expenses for conferences and workshops directly related to the elected official’s duties and responsibilities.
 - Expenses to organize and host community meetings to disseminate information and gather public comment regarding issues relevant to the elected official.
 - Expenses for leis for official events or office events, but not leis for other legislators.
 - Legislative opening day expenses and inaugural expenses for food and beverages to host constituents.

Expenditures – Prohibitions



Campaign funds shall not be used:

- ✓ To campaign for or against another candidate outside the office to which they seek election
 - Includes door prizes for another candidate's fundraiser or event (but you may use personal funds and it will be considered a non-monetary contribution)
 - Exception – A candidate for Governor or Lt. Governor may support a co-candidate in the general election
- ✓ For personal expenses

Expenditures - Prohibitions



“Personal expenses” - means expenses that would exist **irrespective** of a candidate’s campaign to seek the nomination or election to office or being elected to an office

- Household food items & supplies purchased for daily personal consumption by the candidate, family member or candidate committee
- Gifts or donations for weddings, Christmas, birthdays, funeral, or other personal occasions
- Everyday wear clothing
- Tuition & educational fees that are not directly related to the performance of duties or responsibilities in a candidate’s campaign for elected office

Expenditures - Prohibitions



(cont'd)

- Mortgage, rent & utility expenses for personal residence
- Entertainment or sporting events
- Dues, fees, or other expenses to country club, health club, recreational or exercise facility
- Compensation paid to the candidate for personal services
- Compensation paid to the candidate's immediate family or relatives for personal services unless bona fide necessary to the campaign
- Legal expenses not related to the nomination or election of the candidate
- Vacation expenses

Schedules for Reporting Expenditures Made, Unpaid Expenditures, & Durable Assets

Schedule B - Expenditures Made

Schedule E - Unpaid Expenditures

- Must be reported until payment is made in full or the debt is forgiven – if debt is forgiven, it becomes a contribution

Schedule F - Durable Assets

- Description & cost, date of acquisition or disposition, and name, address, city, state, and zip code of vendor or contributor
- Also need to list as an “Expenditure Made” (Schedule B)
- If the durable asset is sold, the sales proceeds must be reported as an “Other Receipt” (Schedule C)
- If the durable asset is donated to a community organization, the asset’s fair market value at the time it was donated shall be reported on Schedule F
- When you dispose of a durable asset, you must enter a disposition of the item on Schedule F under “Add Disposition”
- Will automatically attach to future disclosure reports

Advertising

Advertising

Advertisements – if you place an ad for your campaign (or against your opponent), it must state:

- Who paid for the ad (i.e., “paid for by”) – name & address of the candidate committee
- Notice in a prominent location stating that the ad is done with or without the approval and authority of the candidate (not necessary if ad paid for by the candidate or candidate committee)

If you miss any of these items, you will be subject to a fine (not to exceed an aggregate of \$5,000).

*NOTE: Advertisement disclaimers must be on signs and banners.

Advertising

Advertisements

- If you place an ad with a photo of yourself and 3 other candidates, and the ad says, “we work as a team, vote for us,” you must pro-rate the cost of the ad among the 4 of you
- If candidate “A” places an ad with a photo of candidate “A” and 3 other candidates, and the ad says, “we work as a team, vote for candidate “A,” candidate “A” may use campaign funds to pay for the entire ad



Advertising

- Independent Expenditure - if a person or noncandidate committee including a Super PAC runs an advertisement for your campaign, or against your opponent, and does not coordinate any phase of it with you (i.e., photo, layout, dates published, cost, text, placement), the cost of the advertisement is not a contribution to your campaign
- The person or noncandidate committee including a Super PAC paying for the advertisement must state that it is without the approval and authority of the candidate

Termination


Termination

To terminate a candidate committee, you must:

- File with the Commission a “Request for Termination of Registration” form with a copy of the committee’s closing bank statement showing a “zero” balance
- When the Commission approves the termination request, a copy of the approved form will be mailed to the candidate committee
- NOTE: A candidate committee must continue to file Disclosure Reports until officially terminated by the Commission



Termination — Request for Termination of Registration form


STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
235 S. Beretania Street, Room 300
Honolulu, Hawaii 96813
Phone: (808) 586-0285/Fax: (808) 586-0288
www.hawaii.gov/campaign

CANDIDATE COMMITTEE REQUEST FOR TERMINATION OF REGISTRATION

Candidate Committee Name: _____

I hereby request to terminate the candidate committee's registration with the Campaign Spending Commission ("Commission") pursuant to Hawaii Revised Statutes ("HRS") §11-326. The committee has complied with the following requirements to terminate:

1. The committee has filed a report with the Commission disclosing contributions and expenditures not previously reported by the committee;
2. The committee has no surplus or deficit; and
3. The committee's bank account has been closed, and a copy of the closing bank statement is attached to this request or will be mailed or delivered to the Commission.

☐ Please check the box if no committee bank account was opened because the committee received no monetary contributions and other campaign funds that needed to be promptly deposited in a depository institution in the name of the candidate or candidate committee pursuant to HRS §11-351(a).

I hereby certify that the information on this request for termination of registration is true and accurate:

Candidate's Signature Date

WARNING

Termination of the committee's registration is not official until the Commission approves this request. The committee must continue to file reports until this request is approved by the Commission and your committee has received a signed copy. If you do not receive a signed copy within 10 days of filing this request, please call the Commission at (808) 586-0285.

FOR OFFICE USE ONLY

Approved By Date

CC Termination Form (Rev. 09/2017)

Termination

Disposition of campaign funds if you fail to file nomination papers:

- You must return all contributions within 90 days of the deadline for filing
- After 90 days, any remaining funds escheat to the HECF



Termination

Disposition of campaign funds if you file nomination papers and withdraw or cease to be a candidate:

- You must return all contributions within 90 days of withdrawing or ceasing to be a candidate
- After 90 days, any remaining funds escheat to the HECF



Termination

Disposition of campaign funds if you run and lose:

- You may expend funds pursuant to HRS §11-381 (permissible expenditures of campaign funds)
- However, you may not expend funds after 1 year from the date of the election for which the funds were received
- Remaining funds unused or unreturned to contributors will escheat to HECF unless an amended Organizational Report is filed within the 1 year period after the date of the election stating your intent to run in a future election



Termination

Disposition of campaign funds if you run and win:

- You may expend funds pursuant to HRS §11-381 (permissible expenditures of campaign funds)
- However, you may not expend funds after 4 years from the date of the election for which the funds were received
- Remaining funds unused or unreturned to contributors will escheat to HECF unless you run for office again within that 4 year period from the date of the election



BE ADVISED



- Any person who recklessly, knowingly, or intentionally violates any provision of this part shall be guilty of a misdemeanor
- Any person who knowingly or intentionally falsifies any report required by this part with the intent to circumvent the law or deceive the commission, or who violates the anonymous contribution section, or false name contributions section, shall be guilty of a class C felony (and not eligible for a DAG/DANC)
- Any person who intentionally provides false information concerning the name or address of the person paying for an advertisement shall be guilty of a class C felony
- Any person who is convicted under this section shall be disqualified from holding elective public office for a period of 10 years from the date of conviction
- In addition to an administrative determination that a violation has been committed, the Commission may refer the complaint to the attorney general or county prosecutor at any time it believes the Respondent may have recklessly, knowingly, or intentionally committed a violation
- If in doubt, always call the Commission before you act - prevention is key

BE FURTHER ADVISED



POSSIBLE CRIMINAL VIOLATIONS

- Misuse of campaign committee funds → fraud (class B felony)
- False name contributions → fraud (class B felony)
- False loans → fraud (class B felony)
- Public funding applications with false name contributors to qualify for public funding → fraud (class B felony) OR false, fictitious, or fraudulent claim (class C felony)
- *If CSC believes that there has been criminal activity, CSC will inform the authorities for criminal investigation and prosecution.

PARTIAL PUBLIC FUNDING

Partial Public Funding: 3-Part Consideration

- Things to consider to determine whether you will seek partial public financing:
 - (1) Voluntarily agree to an EXPENDITURE LIMIT by filing the Affidavit form which must be signed by the candidate and notarized - **how much \$ you can spend overall**
 - (2) File the Statement of Intent form and collect the MINIMUM QUALIFYING CAMPAIGN CONTRIBUTION amount for your office to be ELIGIBLE for public funds - **how much \$ you need to raise**
 - (3) Recognize that there is a MAXIMUM PUBLIC FUNDS amount that you can receive for your office - **how much \$ you can get**

“Affidavit to Voluntarily Agree with Campaign Expenditure Limits” Form



STATE OF HAWAII CAMPAIGN SPENDING COMMISSION

AFFIDAVIT TO VOLUNTARILY AGREE WITH CAMPAIGN EXPENDITURE LIMITS

I _____, being first duly sworn, on oath deposes and says:
Candidate Name

1. That the candidate is the affiant herein;
2. That affiant is a candidate running for the Office of _____
District/County (if applicable) _____;
3. That affiant voluntarily agrees to comply with the expenditure limit set for this respective office as follows:
(Please see the back of this form to complete line 3(a).)
 - (a) The expenditure limit is \$_____ for each election. The expenditure limit for the Primary/1st Special Election is from January 1, 2024 through August 10, 2024, and the General/2nd Special Election is from August 11, 2024 through November 5, 2024;
 - (b) That affiant running only in the General/2nd Special Election agrees to comply with the expenditure limit on line 3(a) above from January 1, 2024 through November 5, 2024.
4. That affiant has read the affidavit and knows the contents thereof;
5. That the said affidavit is true to the best of affiant's knowledge and belief.

Candidate Signature

Date

This 1-page “Affidavit to Voluntarily Agree With Campaign Expenditure Limits,” dated _____, was subscribed and sworn to before me this _____ day of _____, 20____, in the _____ Circuit of the State of Hawaii.

Signature of Notary Public, State of Hawaii
Printed Name of Notary Public: _____

My commission expires: _____

Form CC-2 (Rev. 12/2022)

➤ Deadline to file the Affidavit is the date that the candidate files nomination papers

➤ The Affidavit must be signed by the candidate and notarized

➤ Benefits:

- Discounted filing fee
- Eligible for public funds

“Statement of Intent to Seek Public Funds” Form

STATE OF HAWAII CAMPAIGN SPENDING COMMISSION

STATEMENT OF INTENT TO SEEK PUBLIC FUNDS

1. CANDIDATE INFORMATION:	2. Office Sought: _____
Candidate Name: _____	3. District/County (if applicable): _____
Candidate Committee Name: _____	4. Minimum Qualifying Contribution Amount (See the back of this form for this amount): \$ _____
	5. Maximum Amount of Public Funds Available in Each Election (Primary, General) (See the back of this form for this amount): \$ _____

I hereby notify the Campaign Spending Commission (“Commission”) of my intent to seek public funds for the purpose of paying expenditures authorized in Hawaii Administrative Rules, Section 3-160-63. As a condition of receiving public funds, I agree:

- To file the “Affidavit to Voluntarily Agree with Campaign Expenditure Limits” form to voluntarily agree to limit my expenditures and those made on my behalf to an amount set for my respective office for each election as provided in Hawaii Revised Statutes (“HRS”), Section 11-423;
- To obtain the required minimum qualifying contribution amount for my respective office as set forth in HRS, Section 11-429, once for the election period; provided that no public funds will be available for a primary election if the minimum qualifying contribution amount is not obtained before the date of the primary election. A qualifying contribution means an aggregate monetary contribution of \$100 or less by an individual Hawaii resident that is received after the filing of this “Statement of Intent to Seek Public Funds” form. A qualifying contribution does not include loans, in-kind contributions, or the candidate’s own funds;
- That qualifying contributions must be received during a matching payment period:
 - For a primary election, from January 1 of the year of a general election through the day of the primary election; and
 - For a general election, from January 1 of the year of a general election through the day of the general election.An individual Hawaii resident may contribute \$100 in the primary matching payment period, and may contribute \$100 in the general matching payment period;
- To be a qualified candidate on the election ballot in a primary or general election to receive public funds for that election;
- To have at least one other qualified candidate as an opponent for the primary or general election to receive public funds for that election;
- To obtain and furnish any evidence relating to expenditures that the Commission may request;
- To keep and furnish records, books, and other information that the Commission may request;
- To an audit and examination by the Commission pursuant to HRS, Section 11-434, and to pay any amounts required to be paid pursuant to that section.

I, the undersigned candidate for election to public office in the State of Hawaii, have read and understood the conditions of this statement.

Candidate Signature

Date

Form CC-4 (Rev. 12/2022)

➤ No deadline to file the Statement

➤ Only monetary contributions from individual Hawaii residents that are \$100 or less received after January 1 of the election year and after the filing of the Statement form can be counted as a qualifying campaign contribution

Qualifications

- What do I do next if I intend to seek partial public funding?
 - Your name must be on the ballot
 - You must have an opponent on the ballot
 - You must agree to an audit of all public funds received
 - You must keep expense records that the Commission may request
 - File an “Application for Public Funds” form signed by the candidate and notarized
 - Electronically file the “Statement of Qualifying Campaign Contributions” on the CFS and attach a copy to the Application filed with the Commission

“Application for Public Funds” form



STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION
235 S. Beretania Street, Room 300
Honolulu, Hawaii 96813
Phone: (808) 586-0285/Fax: (808) 586-0288
www.hawaii.gov/campaign

APPLICATION FOR PUBLIC FUNDS

1. Candidate and Candidate Committee Name: _____ Address: _____ Social Security <u>or</u> Employer Identification Number: _____	2. Office Sought: _____ 3. District/County (if applicable): _____ / _____ 4. Election: (Check one) <input type="checkbox"/> Primary <input type="checkbox"/> General 5. Type of Application: (Check one) <input type="checkbox"/> Initial <input type="checkbox"/> Additional 6. Application Total: \$ _____ <small>Enter total amount from the attached "Statement of Qualifying Campaign Contributions"</small>
--	--

I hereby certify to the Campaign Spending Commission ("Commission") that:

1. I have filed the "Affidavit to Voluntarily Agree with Campaign Expenditure Limits" form to voluntarily agree to limit my expenditures and those made on my behalf to an amount set for my respective office for each election as provided in Hawaii Revised Statutes ("HRS"), Section 11-423;
2. I have filed the "Statement of Intent to Seek Public Funds" form and agreed to all the conditions on that form;
3. I am a qualified candidate on the election ballot in a primary or general election for which public funds are being sought;
4. I have received the minimum qualifying contribution amount for my respective office as set forth in HRS, Section 11-429, once for the election period and understand that no public funds will be available for a primary election if the minimum qualifying contribution amount is not obtained before the date of the primary election;
5. I have electronically filed the "Statement of Qualifying Campaign Contributions" on the Commission's Candidate Filing System and attached a copy to this application;
6. I understand that the Commission shall be under no obligation to provide moneys to candidates if moneys in the Hawaii Election Campaign Fund are near depletion; and,
7. The information on this application is true and accurate.

Candidate Signature _____ Date _____

This 1-page "Application for Public Funds," dated _____, was subscribed and sworn to before me this _____ day of _____, 20____, in the _____ Circuit of the State of Hawaii.

Signature of Notary Public, State of Hawaii _____ Date _____
Print Name of Notary Public: _____
My commission expires: _____

FOR OFFICE USE ONLY

- | | |
|---|----------|
| 1. Public Funds Approved for Distribution in Prior Applications | _____ \$ |
| 2. Public Funds Approved for Distribution in this Application | _____ \$ |
| 3. Public Funds Approved for Distribution in this Election Period | _____ \$ |

Approved By _____ Date _____

CC Application Form (Rev. 07/2017)

➤ Deadline to file the Application for the 2024 election is December 5, 2024

➤ The Application must be signed by the candidate and notarized

Expenditures of Public Funds Report



The treasurer shall electronically file the “Expenditures of Public Funds Report” on the CFS no later than **twenty (20) days** after a primary election, and no later than **thirty (30) days** after a general election, certifying that all public funds paid to the candidate have been used.

Additionally, within **ten (10) days** of filing this report, you must mail or deliver documentation (e.g., vendor invoices, receipts, cancelled checks, and/or bank statements) to the Commission verifying that only eligible public fund expenditures were made.

If the Commission determines that any portion of the public funds were used for noncampaign or other improper expenses, it shall report such findings to the State Attorney General, and order the candidate to return all or part of the funds paid to that candidate for a primary or general election.

Unspent public funds for either the primary election or general election must be returned to the Hawaii Election Campaign Funds within **twenty (20) days** after the primary election and within **thirty (30) days** after a general election.

How To Obtain Information



Call us at (808) 586-0285



Visit our website at ags.hawaii.gov/campaign



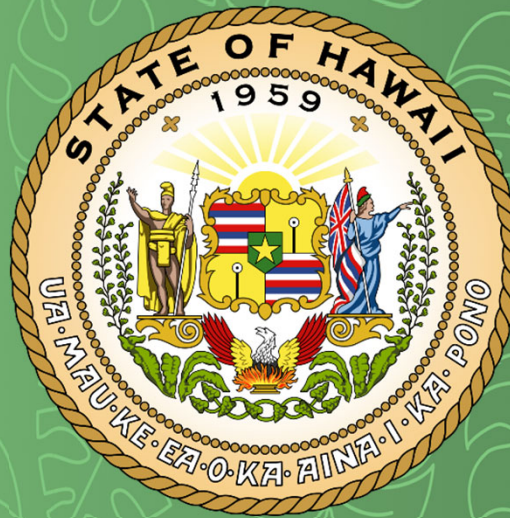
Facebook and X (#hicsc)



Eblasts (Notices, Report Reminders, CSC Newsletter)

Hawaii Campaign Spending Commission

THANK YOU FOR
ATTENDING!



Last Updated: May 2024