

# What Should Candidates/Committees File Prior to Any Campaign Activity\*?

## CANDIDATES

Less than \$1,000\*

501  
470\*\*

Manual 2 for Local elections

\$1,000\* or More

501  
410  
460  
497

Manual 2 for Local elections

## COMMITTEES

Ballot Measure Committees

410  
460  
497  
511

Manual D

General Purpose Committees

(PACS)

410  
425  
450  
460  
497

Manual C

Primarily Formed Committees  
to Support/Oppose Candidates

410  
460  
497

Manual 2 for Local elections

\* This includes the candidates' funds kept in campaign bank accounts, and any and all expenditures for campaign purposes such as signs, pamphlets, etc. Campaign activity includes, but is not limited to, the solicitation or receipt of any contribution(s), or expenditures of any personal funds used for the election. Contribution(s) means monetary payments, loans and non-monetary goods or services.

\*\*470 can only be filed by those who do not have an active committee.

Other special reports may be required depending on a committee's activity, such as:

- Supplemental Independent Expenditure Reports (Form 465),
- Supplemental Pre-Election Reports (Form 495), and
- Late Independent Expenditure Reports (Form 496).

**Note:** Notwithstanding State law reporting requirements, Chapter 2.06 of the Menlo Park Municipal Code prohibits the receipt of anonymous political contributions of \$25 or more and requires the reporting of the name, address, occupation and contributor's employer's name, or address of principal place of employment if self-employed, for each political contribution of \$25 or more.

Please use this only as a guide and if you have any questions please contact the City Clerk at 650-330-6620. For technical assistance please contact the Fair Political Practices Commission at 1-866-275-3772. All forms can be downloaded from:

<http://www.fppc.ca.gov/index.html?id=234>