

State of Arizona - Department of State
Office of the Secretary of State - Election Services

September 2013

LOBBYISTS MADE EZ

HANDBOOK For Lobbying and
Lobbyists in Arizona



This publication contains lobbying definitions, statutes, and lobbyist forms for those interested in how to register as a lobbyist and file with our office. Our staff is available to help you understand your filing requirements with this office.

INTRODUCTION

September 2013

The Office of the Secretary of State registers lobbyists in the state of Arizona. This booklet helps explain how to register and file lobbyist reports with the Election Services Division. Included are deadlines, instructions and reporting requirements – all at your fingertips for quick reference.

This booklet has been revised for 2013 and 2014 to incorporate changes resulting from Laws 2013, Chapter 190, relating to procurement lobbying. We have also included forms, a flowchart and some frequently asked questions to help guide you to be compliant with Arizona law.

Additional copies of this publication can be obtained by calling the office at (602) 542-8683 or 1-877-THE VOTE. This publication and the forms can be downloaded from our website at www.azsos.gov. If you need further assistance, please contact the Election Services Division.

Contact Us

Arizona Secretary of State
Election Services Division
Telephone: (602) 542-8683
Toll Free: (in Arizona) (877) 843-8683
Facsimile number: (602) 542-6172
E-mail address: elections@azsos.gov
Web site: www.azsos.gov

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CHAPTER 1 - WHAT YOU NEED TO KNOW

Lobbying and Lobbyists in Arizona

Lobbying in Arizona includes:

1. Attempting to influence the passage or defeat of any legislation
2. By directly communicating with any legislator,
3. Attempting to influence any rule making proceeding by directly communicating with any state officer or employee, or
4. Attempting to influence the procurement of materials, services or construction by a state agency when the person is otherwise required to register or is employed by, supervised by at any level, or contracted with a person who is otherwise required to register pursuant to existing lobbying statute.

Lobbying does NOT include:

1. Interagency communications between state agency employees.
2. Communications between a public official or employee of a public body, designated public lobbyist or authorized public lobbyist and any state officer, except for a member of the legislature, or an employee of the legislature.
3. Oral questions or comments made by a person to a state officer or employee regarding a proposed rule and made in public at a meeting or workshop that is open to the public and that is sponsored by a state agency, board, commission, council or office.
4. Communications between a public body and a person regarding procurement unless the person is otherwise required to register or is employed by, supervised by at any level, or contracted with a person who is otherwise required to register pursuant to existing lobbying statute.

Arizona lobbyist regulation involves disclosure, and begins with the registration of either a Principal or Public Body with the Office of the Secretary of State. *Please note that with the passage of Laws 2013, Chapter 190 in May 2013, if you are required to register as a lobbyist you must also disclose your status as a lobbyist to any public official or employee of a public body you are lobbying.* Arizona Revised Statutes §§ 41-1231 et seq, included in this Handbook, contains all the details. This guide is intended as an overview and should not be used without consulting the original text of the law.

Lobbying is done on behalf of either a Principal or a Public Body. A Principal is a private person or entity and a Public Body is a government entity.

Principals must report expenditures that benefit any state officer or employee, including legislators and legislative employees. Public Bodies must report expenditures that benefit a member or employee of the legislature.

Each Principal and Public Body may have any number of lobbyists associated with its registration. However, each Principal must have one Designated Lobbyist (DL) and each

Public Body must have one Designated Public Lobbyist (DPL). Additionally, a Principal or Public Body may also include in its registration at least one Lobbyist for Compensation (LFC), Authorized Lobbyist (AL), Authorized Public Lobbyist (APL) or Employee (if the Designated Lobbyist is not an individual). See flowchart including Lobbyist roles and responsibilities on page 7.

A DL/DPL is legally responsible for filing all registrations, amendments to registrations, and annual reports on behalf of the Principal or Public Body the DL/DPL represents. In addition, the DL/DPL must file Quarterly Expenditure Reports.

An LFC must file Quarterly Expenditure Reports. An AL/APL does not have filing requirements but an APL only must coordinate with the DPL to ensure expenditures are reported through the DPL in Quarterly Reports.

Types of Lobbyists

PRINCIPAL (ID number begins with 1)(Annual): Any person, other than a public, that employs, retains, engages or uses, with or without compensation, a lobbyist. Principal includes any subsidiary of a corporation

PUBLIC BODY (ID number begins with 9)(Annual): Arizona board of regents, a university under the jurisdiction of the Arizona board of regents, the judicial department, and state agency, board, commission or council, any county, any county elected officer who elects to appoint a designated public lobbyist or any city, town, district or other political subdivision of this state that receives and utilizes tax revenues and that employs, retains, engages or uses, with or without compensation, a designated public lobbyist or authorized public lobbyist.

DESIGNATED LOBBYIST (under PRINCIPAL)(ID number begins with 3)(Quarterly)
DESIGNATED PUBLIC LOBBYIST (under PUBLIC BODY)(ID number begins with 3)(Quarterly): The Secretary of State's "point of contact", who is required to file their Lobbyist Registration and Lobbyist Quarterly Expenditure Reports as well as the Principal and/or Public Body's Registration and Annual Expenditure Reports. The Designated or Designated Public Lobbyist signs all reports filed for himself and for the Principal and/or Public Body he represents. The Designated or Designated Public Lobbyist can be an individual or a firm whose primary professional function is lobbying in Arizona.

LOBBYIST FOR COMPENSATION (ID number begins with 3)(Quarterly): May be an individual or business/firm that is compensated by the **Principal or Public Body** and whose primary job responsibility is to lobby in Arizona for a Principal or Public Body. A Lobbyist for Compensation is required to file a Lobbyist Registration form and to file Lobbyist Quarterly Expenditure Reports with the Secretary of State's office.

AUTHORIZED LOBBYIST (under PRINCIPAL)

AUTHORIZED PUBLIC LOBBYIST (under PUBLIC BODY)

(Listed as authorized lobbyists or authorized public lobbyists, they don't file reports): A lobbyist who is other than a designated/designated public lobbyist or lobbyist for compensation. This type of lobbyist may be paid or a volunteer for the Principal or Public Body. An Authorized/Authorized Public Lobbyist is considered registered when listed on the Principal or Public Body's registration form. He or she is not required to file expenditure reports directly to the Secretary of State. Instead, he or she reports expenditures to the Designated or Designated Public Lobbyist, who includes the expenditures on the Designated or Designated Public Lobbyist's Quarterly Expenditure Report.

EMPLOYEES OF LOBBYISTS (ID number begins with 7, only listed as employees, they don't file reports): Are lobbyists who are employed by lobbyist firms or by other lobbyists as their employees. Employees of Lobbyists are registered by the lobbyist who employs them or by the lobbyist firm when they file their Lobbyist Registration. Employees of Lobbyists do not file expenditure reports directly to the Secretary of State's office. Instead, the Employee of Lobbyist's expenditures are included in their employer's Lobbyist Quarterly Expenditure Report.

PRINCIPALS, PUBLIC BODIES AND THEIR LOBBYISTS MUST REGISTER PRIOR TO THE FIRST LOBBYING ATTEMPT OR, IN ANY EVENT WITHIN FIVE (5) BUSINESS DAYS AFTER ANY LOBBYING ACTIVITY.

What must you file in the course of your representation?

| PRINCIPALS/PUBLIC BODIES *Filed by the Principal/Public Body's DL or DPL | DESIGNATED LOBBYISTS DESIGNATED PUBLIC LOBBYISTS LOBBYISTS FOR COMPENSATION |
|---|---|
| <p>P/PB Registration File between December 1 of each even-numbered year through the second Monday in January of each odd-numbered year (first day of Legislative session) Requires P/PB Record of Lobbyists if persons in addition to DL/DPL are retained for the purpose of lobbying</p> | <p>Lobbyist Registration File between December 1 of each odd-numbered year through the second Monday in January of each even-numbered year (first day of Legislative session) Include P/PB Record of Lobbyists if filer has employees who act as lobbyists</p> |
| <p>P/PB Record of Lobbyists Attach to P/PB Registration (biennial) Includes all Lobbyists currently retained by the P/PB</p> | <p>Lobbyist Quarterly Expenditure Report File four times a year for the previous quarter, except the fourth quarter which also requires a cumulative total for the calendar year. Those representing Principals must report expenditures benefitting any state officers/employees; those representing Public Bodies must report expenditures benefitting legislators/legislative employees Report total single expenditures (over \$20), whether or not made in the course of lobbying. Report aggregate expenditures of \$20 or less, whether or not made in the course of lobbying Special events expenditures</p> |
| <p>Principal/Public Body/Lobbyist Change of Name or Address File as needed to change the contact information for the P/PB or Lobbyist's registration</p> | |
| <p>P/PB Registration Amendment File as needed File to add or remove lobbyists from the P/Pub's registration</p> | |
| <p>P/PB Change DL/DPL File as needed File to transfer filing responsibilities to a new DL/DPL for the P/PB</p> | |
| <p>P/PB Annual Report File between January 1 and March 1 for the previous calendar year Principals must report expenditures benefitting state officers/employees; Public Bodies must report expenditures benefitting legislators/legislative employees Report total single expenditures (over \$20) on behalf of the P/PB, whether or not made in the course of lobbying. Report aggregate expenditures of \$20 or less on behalf of the P/PB, whether or not made in the course of lobbying Expenditures made by the P/PB to compensate/reimburse DL/DPL/AL/APL Special events expenditures</p> | |
| <p>Terminate Registration Must include final Annual Report for P/PB with termination.</p> | |
| | |

Do I have to register?

Registration is not required for:

- A person who appears on his own behalf before a committee of the legislature or before a state officer or employee or a state agency, board, commission or council to lobby in support of or in opposition to legislation or official action.
- A person who, acting in his own behalf, sends a letter to, converses on the telephone with or has a personal conversation with a state officer or employee for the purpose of supporting or opposing any legislation or official action.
- A duly elected or retained public official, judge or justice, a person duly appointed to an elective public office, or an appointed member of a state, county or local board, advisory committee, commission or council acting in his official capacity on matters pertaining to his office, board, advisory committee, commission or council.
- A person who answers technical questions or provides technical information at the request of a DL/DPL/LFC/AL/APL or legislator and who makes no expenditures required to be reported by this article.
- A person who performs professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation.
- An attorney who represents clients before any court or before any quasi-judicial body.
- A person who contacts a state officer or state employee solely for the purpose of acquiring information.
- A person who is a member of an association, who is not the LFC/DL/AL for the association and who does not make any expenditures that would otherwise be required to be reported by this article if the person were LFC/DL/AL.

Do I have to report that?

The following expenditures are not required to be reported:

- For P/PBs and their lobbyists, expenditures such as those for the lobbyist's personal sustenance are not required to be reported. In addition, expenditures by a P/PB or a lobbyist for family gifts, personal hospitality or those items excluded from the definition of gift are not required to be reported. Items excluded from the definition of "gift" include:
 - A gift, devise or inheritance from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such

individual if the donor is not acting as the agent or intermediary for someone other than a person covered by this subdivision.

- Salary, compensation or employer reimbursed expenses lawfully paid to a public official.
 - The value, cost or price of professional or consulting services that are not rendered to obtain a benefit for any registered principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist or the clients of a principal or lobbyist.
 - A plaque or other form of recognition similar to a plaque to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.
 - Informational material such as books, reports, pamphlets, calendars or periodicals. This does not include books given as gifts that are not of an informational nature.
 - An item that is not used and that is returned within fifteen days of receipt to the donor or that is delivered within fifteen days of receipt to a charitable organization and that is not claimed as a charitable contribution for state or federal income tax purposes.
 - A campaign contribution that is properly received and reported as required by law.
 - An item that is given to a state officer or employee if the state officer or employee gives an item of approximately the same value to the giver of the item at the same time that the item is given or on a similar occasion as the one that prompted the original item to be given.
 - Gifts of a personal nature that were customarily received by an individual from the donor before the individual became a state officer or employee.
 - An item that is given to the general public at an event.
- For Principals and their lobbyists, expenditures such as those for the lobbyist's office expenses, filing fees, legal fees, employees' compensation, lodging and travel are not required to be reported.

The following expenditures are required to be reported:

- Expenditures which are either properly reported or exempt from reporting under this chapter for:
 - (i) A speaking engagement.
 - (ii) Food or beverages.
 - (iii) Travel and lodging.
 - (iv) Flowers.
- Expenses relating to a special event or function to which all members of the legislature, either house of the legislature or any committee of the legislature are invited.

Does the state official have to report that?

“Gifts” given to State Officials must be reported by lobbyists under Title 41. The State Official must also report the “gift” in their public officer financial disclosure statement under Title 38 if the public officer has received cumulative gifts of over \$500 in value. “Gift” as used for the public officer’s financial disclosure is defined more broadly than the lobbyist definition. Therefore, items that may not require reporting by the lobbyist may require reporting by the public officer.

Frequently Asked Questions

- 1. How does the implementation of Laws 2013, Chapter 190 affect me? I am not lobbying the legislature or any agency regarding rulemaking; I only work in the procurement arena.**

Working in the procurement arena does not necessarily mean you are required to register as a lobbyist. Laws 2013, Chapter 190 expands the definition of lobbying to include, for a person otherwise required to register, attempting to influence the procurement of materials, services, or construction by a state agency. Being otherwise required to register means, as previously outlined in statute, you seek to influence the outcome of legislation or rulemaking on behalf of another **OR** you are employed by, supervised by at any level, or contracted with a person who is otherwise required to register pursuant to existing lobbying statute. If you meet one of these prerequisites, then you will need to register or update your registration to include expenditures that benefited those state officers or employees you attempted to influence. In addition, if you meet these prerequisites, you must disclose your status as a lobbyist to any public official or employee of a public body you are lobbying.

- 2. Should I report based on when the expenditure was made or when the invoice is paid?**

The expenditure should be reported by the date the state officer or employee received the benefit of the expenditure, not the date the lobbyist was invoiced.

- 3. Do I have to file quarterly reports even if I do not have expenditures?**

Yes, all DLs, DPLs and LFCs are required to file quarterly reports even if no expenditures were made. Simply note zero expenditures on the first page of the report. Not filing a report will result in a “gentle” reminder to file from our office; continued failure to file is referred to the Attorney General for enforcement.

- 4. I am an AL/APL. What do I have to file?**

ALs/APLs have no obligation under the statutes to file any documents with our office. However, APLs are responsible for ensuring they communicate with their DPL so that any expenditures made by the APL will be reported on the DPL’s Quarterly Expenditure Report.

- 5. The previous DL/DPL left the firm/agency/state and did not file the P/PB's required annual report. May I, as the new DL/DPL, file the missing annual reports that cover the period during which the previous DL/DPL represented the P/PB?**

Yes, the new DL/DPL may file the missing annual reports on behalf of the P/PB. The obligation to file the annual report rests with the P/PB. However, it is preferable for the prior DL to file the reports, because of the requirement to swear to the accuracy of the reports. Quarterly reports are specific to the DL and may not be signed on the DL's behalf by anyone else.

- 6. How do I add or remove a lobbyist from the Principal's or Public Body's registration?**

The DL files an amendment to the registration indicating the addition or removal of the lobbyist. Use the form located in this Handbook. This is the same form you would use to add or remove employees from a DL.

- 7. Why can't I file the Annual Report on the Electronic Lobbyist Filing (ELF) Program?**

At this time and for the foreseeable future, the ELF Program only accepts Lobbyist Quarterly Expenditure Reports. P/PB annual expenditure reports, P/PB registrations and P/PB registration amendments must be filed on paper with our office.

- 8. I need to correct information that I included in my Quarterly Expenditure Report . How can I fix it?**

If the report was submitted on paper, submit a corrected report with "AMENDED" noted on top of the first page. If the report was filed using the ELF Program, log in online and select the filing period for the report that needs amending. Continue to follow the system prompts. Make all the corrections needed, then click on "file report".

- 9. I sent flowers to members of the Legislature. Do I need to include this in my Quarterly Expenditure Report?**

Yes, this is one of the categories that must be reported.

- 10. What is considered a Special Event?**

A special event occurs when all members of the house, either house of the legislature, or any committee of the legislature are invited to the same function. The function qualifies as a Special Event regardless of how many members attend.

- 11. I invited five members of the legislature to sit at my \$10,000 "Platinum" table at a local benefit event. All five attended. How should I report this expenditure?**

The expenditure would be reported as a single expenditure for each individual legislator, including the name of the legislator, date of the event, and amount spent. The actual cost of the table should be reported, divided by each seat and not including non-legislators. In this example, for a table of ten, \$1,000 would be attributed to each legislator in attendance.

12. I took several members of the legislature to lunch as a means of networking, but not on behalf of a specific client. Do I still have to report this?

Yes, the expenditure would still need to be reported. Since the expenditure was not made on behalf of a client, the expenditure would be reported on the form designated NOT MADE on behalf of a principal or public body.

13. I took a legislator to lunch. We did not talk shop, but my client reimbursed me for the cost of the lunch. How should I report this expenditure?

In the quarterly expenditure report, the lunch should be reported as “on behalf of” the Principal/Public Body.

14. I hosted a dinner for 10 members of the legislature and the bill was \$500. I represent 5 clients. Should I report this as a single expenditure for each individual legislator at an amount of \$50, or report it as an aggregate expenditure of \$10 for each of my clients?

If the expenditure was made without regard to who your clients are, or how many you have at that time, then the dinner should be reported as a single expenditure for each individual legislator at an amount of \$50.

15. I work for a firm in which some of my colleagues lobby on behalf of clients at the legislature. I do not lobby at the legislature or attempt to influence any type of legislation or rule making. I help my clients navigate the state procurement process. Do I need to register and disclose my status as a lobbyist?

Most likely, yes. If you are attempting to influence the procurement process and your place of employment is a lobbying firm or you are supervised at any level of your company hierarchy by a lobbyist for compensation, you are required to register whether or not you attempt to influence legislation or rulemaking. If you meet these prerequisites, you must register as a lobbyist with the Secretary of State’s Office and disclose your status as a lobbyist to any public official or employee of a public body you are lobbying.

16. I work in corporate sales and marketing. Am I required to register as a lobbyist?

Probably not. Individuals who engage with the public body about their company’s products and services in a traditional sales or marketing role are likely not required to register as a lobbyist. Registration and disclosure will only be required for individuals who are attempting to influence the procurement process AND whose place of employment is a lobbying firm or who are supervised at any level of their company’s hierarchy by a lobbyist for compensation.

17. I am sales/marketing associate for a corporation and I occasionally discuss my company's products with public entities. My company's CEO is a registered lobbyist. Does this mean I am required to register?

Yes. Although you are fulfilling a traditional sales/marketing role, you are supervised at some level by a registered lobbyist for compensation.

18. I work in corporate sales and marketing for company with its own public affairs/lobbying staff. Am I required to register as a lobbyist if I attempt to influence the procurement of materials, services or construction by a state agency?

Only if you are employed or supervised at any level of the corporate hierarchy by a registered lobbyist for compensation. If you are not paid by or report to a registered lobbyist, you are not required to register.

19. I work in corporate sales and marketing for a company that has a contract with a lobbying/public affairs firm. The lobbying firm only represents my company at the legislature and they do not assist with procurement. If I plan to speak with public employees about my company's products or services, am I required to register?

No. Registration and disclosure will only be required for individuals who are attempting to influence the procurement process and whose place of employment is a lobbying firm or who are supervised at any level of their company's hierarchy by a lobbyist for compensation.

20. What is a significant procurement role? How will I know if this applies to me or my clients?

A significant procurement role is defined in statute as including any of the following duties: participating in the development of a procurement; participating in the development of an evaluation tool; approving a procurement or an evaluation tool; soliciting quotes greater than \$10,000; serving as a technical advisor or evaluator who evaluates a procurement; recommending or selecting a vendor; or serving as decision maker or designee on a protest or an appeal by a party regarding an agency procurement selection or decision. The no-hire provision and prohibition on lobbying the public body extends for one year from the signing of the first non-disclosure or request of a sole source or competition impracticable procurement. The State Procurement Office has developed a webpage that will be used to post the date the signing of the first non-disclosure statement or request for a sole source or competition impracticable procurement.

What is prohibited by law?

Certain Gifts Are Prohibited

It depends on who you represent.

- If you represent a Principal, your expenditures or gifts to a state officer or employee (including legislators and legislative employees) are subject to regulation.
- If you represent a Public Body, your expenditures or gifts to a member or employee of the legislature are subject to regulation.

Gifts or expenditures for the above recipients made through another for the purpose of disguising the identity of the giver are prohibited.

Gifts with a total value of more than \$10 in any calendar year, or gifts that are designed to influence the recipient's official conduct are prohibited.

- For those who represent Public Bodies, there is an exception to this prohibition for gifts given to an employee of a public body, if the employee is not a public official or a member of the household of a public official or if the gift is accepted on behalf of the public body and remains the property of the public body.

Certain Acts Are Prohibited

It is illegal to do the following:

- Retain or employ a lobbyist or accept payment for lobbying on a contingent fee basis.
- Lobby the legislature for compensation within one year after the person ceases to be a member of the legislature.
- Lobby the public body that employed the person in a capacity having a significant procurement role in the procurement of materials or construction within one year after the person ceases to be employed by the public body..
- Attempt to influence the vote of any legislator through communication with that legislator's employer.
- Make or promise a campaign contribution to (or solicit or promise to solicit campaign contributions for) a legislator or the Governor when the legislature is in regular session. The prohibition may extend past the end of regular session with regard to the Governor if regular session legislation is pending approval or veto.
- Knowingly make any false, forged, counterfeit or fictitious communication to the legislature or any state officer that is materially related to any matter within the jurisdiction of the legislature shall be guilty of a class 2 misdemeanor.

What is this ban on entertainment I hear so much about?

First, what is "entertainment" according to our statutes? "Entertainment" means the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity.

No P/PB or lobbyist of any type may make entertainment expenditures for a state officer or employee. Nor may any type of P/PB or lobbyist make entertainment expenditures to attempt to influence procurement of materials, services, or construction. Likewise, state officers and employees are prohibited from accepting entertainment expenditures from P/PBs or lobbyists.

The only exceptions to this prohibition are:

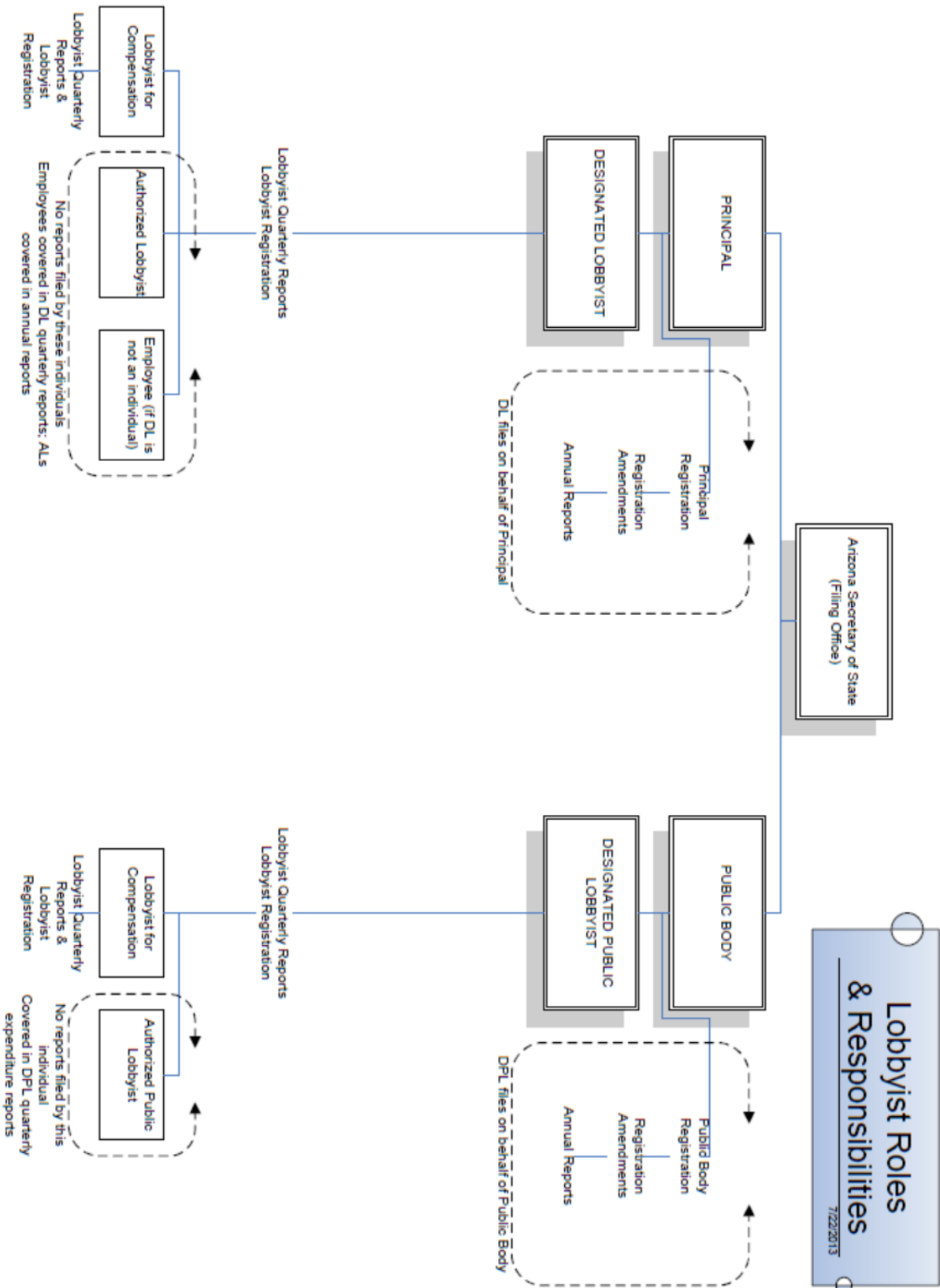
- Entertainment in connection with a *special event*.
 - “Special event” includes parties, dinners, athletic events, entertainment and other functions to which all members of the legislature, either house of the legislature or any committee of the legislature are invited, and these events must be reported.
- Entertainment *incidental to a speaking engagement*.
 - “Speaking engagement” includes expenses paid for entrance fees, lodging, food and beverage, entertainment, travel and other expenses for the state officer’s or employee’s attendance at an event, committee, meeting, conference or seminar if the state officer or employee participates in the event as a speaker or panel participant by presenting information relating to the state officer’s or employee’s legislative or official duties or by performing a ceremonial function appropriate to the state officer’s or employee’s position.
 - “Speaking engagement” does not include expenditures for an honorarium or any other similar fee paid to a speaker.

What is the penalty for a violation of the lobbyist laws?

A knowing violation of any of the lobbyist laws is a Class 1 misdemeanor, unless another penalty is specifically prescribed.

The Secretary of State is required to refer matters to the Attorney General for enforcement when the Secretary has reasonable cause to believe a person is violating any provision of the lobbyist statutes.

CHAPTER 2 - LOBBYIST ROLES AND RESPONSIBILITIES FLOWCHART



CHAPTER 3 - FILING DEADLINES

Biennial Registration/Reregistration

| Who Must Register OR Reregister | When to File | 2013 | 2014 |
|---|--|-------------------|-----------------------------------|
| Principals Public Bodies | December 1 of each even-numbered year through second Monday of January of each odd-numbered year | 12/1/12 – 1/14/13 | |
| Designated Lobbyists Designated Public Lobbyists Lobbyists for Compensation | December 1 of each odd-numbered year through second Monday of January of each even-numbered year | N/A | <u>12/1/13</u> – <u>1/13/2014</u> |

2012-2014 Filing Deadlines Designated/Designated Public Lobbyists & Lobbyists for Compensation

Quarterly Expenditure Reports

| Quarter | Time Period Attested to in Report | For 2013, file between: | For 2014, file between: |
|---------|-----------------------------------|-------------------------|-------------------------|
| 1 | January 1 – March 31 | 4/1/13 – 4/30/13 | 4/1/14 – 4/30/14 |
| 2 | April 1 – June 30 | 7/1/13 – 7/31/13 | 7/1/14 – 7/31/14 |
| 3 | July 1 – September 30 | 10/1/13 – 10/31/13 | 10/1/14 – 10/31/14 |
| 4 | October 1 – December 31 | 1/1/14 – 1/31/14 | 1/1/15 – 2/2/15 |

2012-2015 Filing Deadlines for Principals/Public Bodies by Designated/Designated Public Lobbyist

Annual Expenditure Report

| Time Period Attested to in Report | Year | When to File |
|-----------------------------------|------|-----------------|
| January 1 – December 31 | 2012 | 1/1/13 – 3/1/13 |
| | 2013 | 1/1/14 – 3/3/14 |
| | 2014 | 1/1/15 – 3/2/15 |
| | 2015 | 1/1/16 – 3/1/16 |

CHAPTER 4 - FORMS

QUARTERLY REPORTING ON LINE

Electronic Lobbyist Filing Steps

Registered lobbyists are able to apply to use ELF (Electronic Lobbyist Filing) to securely file their Lobbyist Expenditure Reports on-line via the Secretary of State web site (<http://www.azsos.gov>). There are four things that need to happen before you can start using ELF:

You need to have registered as a lobbyist before you can proceed

- Step 1. You will need to register on-line and create a user name and password.
- Step 2. You will need to fill out, notarize, and submit the user registration form.
- Step 3. You will be notified via email when you are active.
- Step 4. Log on and start filing!

Step 1. Register on-line and create your account

- Go to the New User Page and complete the required information
- Choose your own user id and password (password known only to you)
- Enter your current email address
- Answer a security password question (in case you ever forget your password)
- At the end of this process you will be supplied with an activation code. **RECORD THE ACTIVATION CODE ON THE USER REGISTRATION FORM IN STEP 2.**

Step 2. Submit the ELF Registration Form

Fill out and print the [ELF Registration Form](#)

- Fill out all information on the top of the user registration form
- **RECORD THE ACTIVATION CODE SUPPLIED IN STEP 1 (above) ON THE USER REGISTRATION FORM**
- Appear before a notary public, sign the form, and have it notarized
- Mail the form to:
Arizona Secretary of State
Lobbyist Filing (ELF)
1700 W. Washington St. Floor 7
Phoenix, AZ 85007

Step 3. Receive an email notification when you are active

You will receive an email notification when we receive your completed form and activate your ELF account.

Step 4. Start Filing!

Once you have successfully completed the registration and have successful email confirmation from the SOS, you are now able to file your quarterly reports electronically. To do this you will need to visit Electronic Lobbyist Filing (ELF) on the SOS web site by clicking [HERE](#)

ELF is set up to guide you through the stages of electronic filing.

1. Entering aggregate of expenses less than twenty dollars
2. Entering single expenses greater than twenty dollars
3. Entering special events expenses
4. Submitting your electronic filing

Click [HERE](#) for more details on expense reporting

To login, enter the user id and password you created in Step 1. ELF will always assume that you are filing for the last reporting period you were eligible to file. If you wish to file for another reporting period, you can change the period using the navigation button on the left.

If you have no expenses to enter for the period, go straight to "Submit Your Filing."

If you experience any problems in filing your reports electronically, the staff at the [Secretary of State's Office](#) will be happy to assist you. We're also welcome to comments or suggestions you might have about the ELF.

IMPORTANT FACTS ABOUT YOUR ELECTRONIC SIGNATURE

Your user id and password is your electronic signature! You will use it to sign legally binding forms and it holds the same force and effect as your signature on paper forms. Being that it is yours, please take care in safekeeping your user id and password and follow the recommended security precautions:

- Always keep the password to yourself; **do not share** with others. Sharing your password with others would allow them to use your digital signature for legally binding documents.
- **Report a stolen user id/password** to the Secretary of State immediately.
- Always read the document you are about to submit, as submitting a form using digital signatures holds the **same effect as signing a binding paper document**.

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LOBBYIST ELECTRONIC REPORTING USER REGISTRATION FORM AND STATEMENT

**IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**

1. REGISTRANT INFORMATION (All information is required)

Full Name: _____,

Daytime Phone: _____ E-mail Address: _____,

Lobbyist ID # _____

Activation Code _____ (given to you when you registered on the web)

2. IMPORTANT NOTICES REGARDING ELECTRONIC FILINGS

- A. A.R.S. § 41-1236 requires that all reports or statements filed with the Arizona Secretary of State pursuant to the Registration and Regulation of Lobbyists (see specifically A.R.S. Title 41, Chapter 7, Article 8.1) be made under oath, before an officer authorized by law to administer oaths.
- B. A.R.S. § 41-1232.07 states:
- A. Any report or registration form that is required to be filed pursuant to this article (A.R.S. Title 41 Article 8.1) may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.
 - B. Notwithstanding A.R.S. § 41-1236, a report or registration form that is filed in electronic format pursuant to this section is not required to bear a notarized signature but is deemed to be filed under penalty of perjury.
 - C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements of this article if the filing is properly formatted as prescribed by this article and the information contained in the filing is complete and correct.
- C. To facilitate the process of secure electronic filing, the Secretary of State is issuing an electronic signature in the form of a user id and password to Reporting Lobbyists that comply with the provisions of the Digital Signature Act (see specifically A.R.S. §§ 41-132 and 41-121).
- D. An electronic signature is used to sign and secure your filings, and is evidence that a particular filing originated from an individual lobbyist or lobbyists on behalf of a principal. It is important to preserve the electronic signature/password in a safe location after it is issued to you. Do not share the electronic signature with others who are not authorized to use it. This electronic signature, as defined by A.R.S. § 41-132, has the same force and effect as your written signature.
- E. Individuals filing electronically can file over the Internet (by following the instructions on the designated web site and signing with electronic signature authorized by the Arizona Secretary of State):
- (i) any expenditure reports filed with the Arizona Secretary of State pursuant to A.R.S. § 41-1232.02 ;
 - (ii) any renewal registrations filed with the Arizona Secretary of State pursuant to A.R.S. §41-1232;
 - (iii) any renewal registrations filed with the Arizona Secretary of State pursuant to A.R.S. § 41-1232.05;
 - (iv) all other lobbyist reports or statements filed with the Arizona Secretary of State pursuant to A.R.S. Title 41, Chapter 7, Article 8.1 (but may also require presenting a signed hard copy to the Elections Services Division of the Office of the Secretary of State).
- D. Electronic filings are "signed" in the sense of a traditional paper document using the electronic signature issued to the Designated Lobbyist or Lobbyist for Compensation authorized by the Arizona Secretary of State. During the electronic filing process, the data is received by the Secretary of State and evaluated to verify that it has been correctly formatted and transmitted, and that necessary information has been properly included.
- E. Once a Registrant has submitted an electronic filing, the filing cannot be withdrawn. Information may be corrected by filing an amended report.

The Secretary of State will not grant date adjustments to any electronic filing for any reason. A Registrant must not assume that any errors or incorrect information contained in an electronic filing will be corrected or deleted by the Secretary of State. A Registrant should carefully read any message sent by the Secretary of State in response to any

- F. Acceptance of an electronic filing by the Secretary of State does not constitute an approval or endorsement of the timeliness or the contents of the filing.
- G. The Registrant, as the individual who is responsible under Arizona law for preparing and filing a report on behalf of a principal with the Secretary of State, is responsible for complying with the provisions of Arizona Revised Statutes Title 41, Chapter 7, Article 8.1. Registrants are responsible for ensuring that correct information is submitted to the Secretary of State, and that amended reports or statements are timely filed in the event there is a change in any required information.
- H. A Registrant must allow sufficient time to submit filings. Filers should be aware that they are required by law to submit timely filings with the Secretary of State, and that the Registrant should not wait until the last minute to make a time-sensitive filing. A designated lobbyist or lobbyist for compensation which fails to file a report in a timely manner may be held responsible under Arizona law for a violation, and may face the imposition of potentially serious criminal and/or civil penalties, including fines and ineligibility to be a lobbyist or principal.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2407(A)(3), TO INTENTIONALLY FILE OR OFFER TO FILE WITH THIS AGENCY A STATEMENT WHICH IS FALSELY MADE OR CONTAINS FALSE INFORMATION OR A FALSE ENTRY; AND THAT SUCH INTENTIONAL FALSE STATEMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2006(A) TO ASSUME A FALSE IDENTITY OR PRETEND TO BE A REPRESENTATIVE OF SOME PERSON OR ORGANIZATION, WITH THE INTENT TO DEFRAUD ANOTHER; AND THAT SUCH INTENTIONAL IMPERSONATION MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

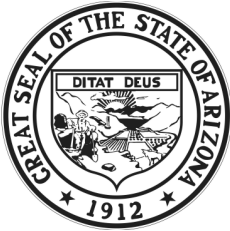
IT IS A CLASS 5 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2311(A) TO DEFRAUD OR DECEIVE, TO KNOWINGLY FALSIFY, CONCEAL OR COVER UP A MATERIAL FACT BY ANY TRICK, SCHEME OR DEVICE, OR MAKE OR USE ANY FALSE WRITING OR DOCUMENT CONTAINING ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, IN ANY MATTER RELATED TO THE BUSINESS CONDUCTED BY THIS OR ANY DEPARTMENT OR AGENCY OF THIS STATE OR POLITICAL SUBDIVISION, PURSUANT TO A SCHEME OR ARTIFICE; AND THAT SUCH FRAUDULENT SCHEME AND PRACTICE BY WILLFUL CONCEALMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

3. SIGNATURE

The undersigned hereby acknowledges and declares that I have read and understand this REGISTRATION FORM and STATEMENT; that I have used all reasonable diligence in preparing this statement; that all statements contained herein are true, based upon information and belief upon the best available information; and further, that this Statement is made voluntarily and with the knowledge that intentionally filing or attempting to file a false statement or false information, OR assuming a false identity or impersonation another, OR willfully concealing a material fact pursuant to a fraudulent scheme or practice, and the like, are punishable by fine or imprisonment, or both, under A.R.S. §§ 13-2407(A)(3), 13-2006 and 13-2311.

| | |
|-------------------------------------|---|
| Typed or Printed Name of Registrant | Signature of Registrant |
| STATE OF _____) | ss SUBSCRIBED AND SWORN TO (Affirmed) before me |
| COUNTY OF _____) | this _____ day of _____, 20____ |
| My Commission Expires | Notary Public |

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State of Arizona
PRINCIPAL/PUBLIC BODY/LOBBYIST
Registration Amendment
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

File this form to indicate a change in the legal name of principal/public body or individual. To change designated lobbyist or designated public lobbyist, use the "change of designated lobbyist" form.

- PRINCIPAL
- PUBLIC BODY
- LOBBYIST

FOR OFFICE USE ONLY – REV. 12/01/10

REGISTRATION AMENDMENT - CHANGE OF NAME OR ADDRESS

Please type or print clearly.

| | | |
|--------------------------------------|---------------------------------|-----------------------|
| NAME OF PRINCIPAL/PUBLIC BODY | PRINCIPAL/PUBLIC BODY ID | E-mail Address |
|--------------------------------------|---------------------------------|-----------------------|

| | | |
|-------------------------|---------------------|-----------------------|
| NAME OF LOBBYIST | LOBBYIST ID# | E-mail Address |
|-------------------------|---------------------|-----------------------|

TO CHANGE THE NAME, MAILING ADDRESS OR E-MAIL ADDRESS OF A PRINCIPAL, PUBLIC BODY OR LOBBYIST, FILL IN ONLY THE NEW INFORMATION IN BOXES BELOW.

| | | |
|---|------------------|--------------------|
| NEW NAME OF PRINCIPAL OR PUBLIC BODY | NEW TELEPHONE #: | NEW FAX #: |
| NEW ADDRESS OF PRINCIPAL OR PUBLIC BODY | CITY | STATE ZIP CODE |
| | | NEW E-mail Address |

| | | |
|-------------------------|------------------|--------------------|
| NEW NAME OF LOBBYIST | NEW TELEPHONE #: | NEW FAX #: |
| NEW ADDRESS OF LOBBYIST | CITY | STATE ZIP CODE |
| | | NEW E-mail Address |

STATE OF _____)
 COUNTY OF _____) SS

I, the undersigned, being duly sworn state that this Principal / Public Body **Registration Amendment** is complete, and that to the best of my knowledge and belief the information above is true and correct.

 Printed Name of Designated Lobbyist/Designated Public Lobbyist

 Signature of Designated Lobbyist/Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20____

 My Commission Expires

 Notary Public

(affix seal)

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State of Arizona
LOBBYIST REGISTRATION & RENEWAL
Initial Registration & Renewal Application
File with: Arizona Secretary of State Ken Bennett
Attention: Election Services Division
1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
(602) 542-8683 (800) 458-5842 (within Arizona)
Website: www.azsos.gov

File this form between Dec. 1 of every odd-numbered year through the second Monday of January of every even-numbered year. Refer to the Lobbyist Handbook for more information.

Check One
[] INITIAL
[] RENEWAL

FOR OFFICE USE ONLY - REV. 12/01/10

LOBBYIST REGISTRATION ~ A.R.S. § 41-1232.05

Please type or print clearly.

Form with fields: LOBBYIST ID #, E-mail Address, NAME OF LOBBYIST, BUSINESS TELEPHONE, BUSINESS FAX, BUSINESS ADDRESS, CITY, STATE, ZIP CODE

CHECK ALL THAT APPLY:

- [] DESIGNATED LOBBYIST
[] DESIGNATED PUBLIC LOBBYIST
[] LOBBYIST FOR COMPENSATION

- [] IF REGISTRANT HAS EMPLOYEES WHO ACT AS LOBBYISTS, CHECK BOX AND ATTACH A COPY OF THE RECORD OF LOBBYISTS LISTING THOSE EMPLOYEES.
[] I HAVE READ THE LOBBYIST HANDBOOK.

STATE OF _____)
COUNTY OF _____) ss

I, the undersigned, being duly sworn state that this Lobbyist Registration is complete, and that to the best of my knowledge and belief the information above is true and correct.

Printed Name of Lobbyist Signature of Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ___ of ___, 20__

My Commission Expires Notary Public

(affix seal)

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State of Arizona
PRINCIPAL/PUBLIC BODY REGISTRATION
Initial/Renewal Application for Lobbying
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

Please fill out both sides of this form. File this form between Dec. 1 of every even-numbered year through the second Monday of January of every odd-numbered year.

Check One
 INITIAL
 RENEWAL

FOR OFFICE USE ONLY – REV. 12/01/10

PRINCIPAL/PUBLIC BODY REGISTRATION ~ A.R.S. §§ 41-1232 AND 41-1232.01

Please type or print clearly.

NOTICE: A Principal/Public Body must file an **amended registration** reporting any change in the information prescribed on this form within five business days. See A.R.S. § 41-1232(C). Use Amendment Form to file an amended registration.

Check One: PRINCIPAL PUBLIC BODY

| | | | |
|---|-------------|---|-----------------------|
| P/PB ID NUMBER | | E-Mail Address of Contact Person | |
| NAME OF PRINCIPAL/PUBLIC BODY | | BUSINESS TELEPHONE | BUSINESS FAX |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |
| DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST | | BUSINESS TELEPHONE | E-MAIL ADDRESS |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

PRINCIPALS ONLY

- Please explain the nature of the primary business or activity, issue, interest, or purpose of the principal:

- Term of engagement of designated lobbyist: Indefinite
 From _____ to _____ *

- List the state entities the lobbyist *has been engaged or designated by the principal to lobby*, including the legislature and state agencies, boards, commissions or councils (or attach list if necessary):

PRINCIPALS AND PUBLIC BODIES

- Expenses for which designated lobbyist/designated public lobbyist is to be reimbursed:

(Check all that apply)

- Meals
- Travel
- Other (Please describe) _____
- Lodging
- Out of Pocket Expenses

* The Principal is responsible for filing all required reports until termination papers are filed with the Secretary of State.

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State of Arizona
PRINCIPAL/PUBLIC BODY/LOBBYIST
Record of Lobbyists - Attachment

To be completed, attached and filed with the **Principal/Public Body Registration Application**. Additional pages may be used and attached as necessary.

Check One:
 PRINCIPAL **PUBLIC BODY** **LOBBYIST** (not an individual)

FOR OFFICE USE ONLY – REV. 12/01/10

PRINCIPAL/PUBLIC BODY/LOBBYIST (NOT AN INDIVIDUAL) ~ RECORD OF LOBBYISTS

Please type or print clearly.

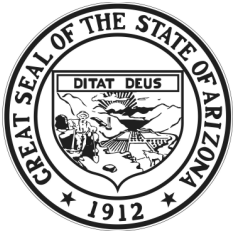
| | | | |
|---|--|--|----------------------------|
| NAME OF PRINCIPAL/PUBLIC BODY/LOBBYIST (Not an individual) | | PRINCIPAL/PUBLIC BODY/LOBBYIST ID # | |
| NAME OF LOBBYIST | | BUSINESS TELEPHONE | E-MAIL ADDRESS |
| BUSINESS ADDRESS | | CITY | STATE ZIP CODE |
| TYPE OF LOBBYIST (CHECK ONLY ONE) | | | |
| <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | | | |
| EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY) | | | |
| <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Lodging <input type="checkbox"/> Out Of Pocket Expenses <input type="checkbox"/> Other (Please describe) _____ | | | |

| | | | |
|---|--|---------------------------|----------------------------|
| NAME OF LOBBYIST | | BUSINESS TELEPHONE | E-MAIL ADDRESS |
| BUSINESS ADDRESS | | CITY | STATE ZIP CODE |
| TYPE OF LOBBYIST (CHECK ONLY ONE) | | | |
| <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | | | |
| EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY) | | | |
| <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Lodging <input type="checkbox"/> Out Of Pocket Expenses <input type="checkbox"/> Other (Please describe) _____ | | | |

| | | | |
|---|--|---------------------------|----------------------------|
| NAME OF LOBBYIST | | BUSINESS TELEPHONE | E-MAIL ADDRESS |
| BUSINESS ADDRESS | | CITY | STATE ZIP CODE |
| TYPE OF LOBBYIST (CHECK ONLY ONE) | | | |
| <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | | | |
| EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY) | | | |
| <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Lodging <input type="checkbox"/> Out Of Pocket Expenses <input type="checkbox"/> Other (Please describe) _____ | | | |

| | | | |
|---|--|---------------------------|----------------------------|
| NAME OF LOBBYIST | | BUSINESS TELEPHONE | E-MAIL ADDRESS |
| BUSINESS ADDRESS | | CITY | STATE ZIP CODE |
| TYPE OF LOBBYIST (CHECK ONLY ONE) | | | |
| <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | | | |
| EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY) | | | |
| <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Lodging <input type="checkbox"/> Out Of Pocket Expenses <input type="checkbox"/> Other (Please describe) _____ | | | |

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State of Arizona
PRINCIPAL/PUBLIC BODY
Terminate Registration
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

FOR OFFICE USE ONLY – REV. 12/01/10

PRINCIPAL/PUBLIC BODY TERMINATE REGISTRATION ~ A.R.S. § 41-1232 (C)

Please type or print clearly.

| | |
|---|---------------------------------|
| NAME OF PRINCIPAL/PUBLIC BODY | PRINCIPAL/PUBLIC BODY ID |
| DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST | LOBBYIST ID |

YOUR TERMINATION CANNOT BE FILED WITHOUT THE PRINCIPAL/PUBLIC BODY'S FINAL ANNUAL REPORT.

The principal or public body hereby terminates its registration for lobbying and the engagement and authority of any and all lobbyists named in its registration.

STATE OF _____)
) ss
 COUNTY OF _____)

I, the undersigned, being duly sworn state that this Principal / Public Body **Registration Termination** is complete and that to the best of my knowledge and belief the information above is true and correct.

 Printed Name of
 Designated Lobbyist/Designated Public Lobbyist

 Signature of
 Designated Lobbyist/Designated Public Lobbyist

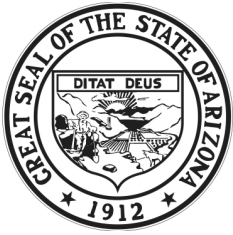
SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20____

 My Commission Expires

 Notary Public

(affix seal)

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State of Arizona
PRINCIPAL/PUBLIC BODY
CHANGE DESIGNATED LOBBYIST/
DESIGNATED PUBLIC LOBBYIST
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

FOR OFFICE USE ONLY – REV. 12/01/10

CHANGE DESIGNATED LOBBYIST/ DESIGNATED PUBLIC LOBBYIST ~ A.R.S. §§ 41-1232 (C), 41-1232.01 (C)

NAME OF PRINCIPAL/PUBLIC BODY

PRINCIPAL/PUBLIC BODY ID #

| | | | |
|---|------|--------------------|--------------|
| NEW DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST | | LOBBYIST ID NUMBER | |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |
| E-MAIL ADDRESS | | BUSINESS TELEPHONE | BUSINESS FAX |
| EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY) | | | |
| <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Lodging <input type="checkbox"/> Out Of Pocket Expenses <input type="checkbox"/> Other (Please describe) _____ | | | |

| | |
|--|----------------|
| PREVIOUS DESIGNATED LOBBYIST OR DESIGNATED PUBLIC LOBBYIST | E-MAIL ADDRESS |
| PREVIOUS LOBBYIST ID# | |

STATE OF _____)
) ss
 COUNTY OF _____)

I, the undersigned, being duly sworn state that this Principal / Public Body **Registration Amendment** is complete, and that to the best of my knowledge and belief the information above is true and correct.

Printed Name of Designated Lobbyist/Designated Public Lobbyist

Signature of Designated Lobbyist/Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20__

My Commission Expires

Notary Public

(affix seal)

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State of Arizona
PRINCIPAL/PUBLIC BODY AMENDMENT
ADD/REMOVE LOBBYISTS & EMPLOYEES
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

Attach additional pages if necessary. Use second page to remove lobbyist or employee from principal/public body registration record.

Check One
 PRINCIPAL
 PUBLIC BODY

FOR OFFICE USE ONLY – REV. 12/01/10

PRINCIPAL/PUBLIC BODY REGISTRATION AMENDMENT ~ A.R.S. § 41-1232 (C)

NAME OF PRINCIPAL/PUBLIC BODY _____ PRINCIPAL/PUBLIC BODY ID # _____

ADD THE FOLLOWING:

USE SECOND PAGE TO REMOVE LOBBYIST OR EMPLOYEE FROM PRINCIPAL/PUBLIC BODY REGISTRATION RECORD

| | | | |
|-------------------------|-----------------------------|-----------------------|-----------------|
| NAME OF LOBBYIST | BUSINESS TELEPHONE # | E-MAIL ADDRESS | |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

TYPE OF LOBBYIST (CHECK ONLY ONE)
 Lobbyist for Compensation Authorized Lobbyist / Authorized Public Lobbyist
 Employee for (Name of Lobbyist who is not an individual) _____

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY)
 Meals Travel Lodging Out Of Pocket Expenses
 Other (Please describe) _____

| | | | |
|-------------------------|-----------------------------|-----------------------|-----------------|
| NAME OF LOBBYIST | BUSINESS TELEPHONE # | E-MAIL ADDRESS | |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

TYPE OF LOBBYIST (CHECK ONLY ONE)
 Lobbyist for Compensation Authorized Lobbyist / Authorized Public Lobbyist
 Employee for (Name of Lobbyist who is not an individual) _____

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY)
 Meals Travel Lodging Out Of Pocket Expenses
 Other (Please describe) _____

| | | | |
|-------------------------|-----------------------------|-----------------------|-----------------|
| NAME OF LOBBYIST | BUSINESS TELEPHONE # | E-MAIL ADDRESS | |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

TYPE OF LOBBYIST (CHECK ONLY ONE)
 Lobbyist for Compensation Authorized Lobbyist / Authorized Public Lobbyist
 Employee for (Name of Lobbyist who is not an individual) _____

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY)
 Meals Travel Lodging Out Of Pocket Expenses
 Other (Please describe) _____

| | | | |
|-------------------------|-----------------------------|-----------------------|-----------------|
| NAME OF LOBBYIST | BUSINESS TELEPHONE # | E-MAIL ADDRESS | |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

TYPE OF LOBBYIST (CHECK ONLY ONE)
 Lobbyist for Compensation Authorized Lobbyist / Authorized Public Lobbyist
 Employee for (Name of Lobbyist who is not an individual) _____

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (CHECK ALL THAT APPLY)
 Meals Travel Lodging Out Of Pocket Expenses
 Other (Please describe) _____

CHANGE LIST OF LOBBYISTS AND EMPLOYEES

NAME OF PRINCIPAL OR PUBLIC BODY _____

PRINCIPAL OR PUBLIC BODY ID # _____

REMOVE THE FOLLOWING:

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

| | |
|---|----------------------|
| NAME OF LOBBYIST | LOBBYIST ID # |
| TYPE OF LOBBYIST (CHECK ONLY ONE) <input type="checkbox"/> Lobbyist for Compensation <input type="checkbox"/> Authorized Lobbyist / Authorized Public Lobbyist <input type="checkbox"/> Employee for (Name of Lobbyist who is not an individual) _____ | |

STATE OF _____)
) ss
 COUNTY OF _____)

I, the undersigned, being duly sworn state that this Principal / Public Body **Amendment** is complete, and that to the best of my knowledge and belief the information above is true and correct.

 Printed Name of Designated Lobbyist/Designated Public Lobbyist

 Signature of Designated Lobbyist/Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the _____ of _____, 20____

 My Commission Expires

 Notary Public

(affix seal)

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CHAPTER 5 - REPORTING AND REPORTS

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State of Arizona
PRINCIPAL/PUBLIC BODY
Annual Report of Lobbying Expenditures
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

Lobbying Expenditures For 20____
 (Fill in year above)

Check One
 PRINCIPAL
 PUBLIC BODY

FOR OFFICE USE ONLY – REV. 12/01/10

PRINCIPAL/PUBLIC BODY ANNUAL REPORT ~ A.R.S. §§ 41-1232.02, 41-1232.03

Please type or print clearly.

| | | | |
|-------------------------|--------------------------------------|----------------------|---------------------|
| PPB ID | NAME OF PRINCIPAL/PUBLIC BODY | BUSINESS TEL. | BUSINESS FAX |
| BUSINESS ADDRESS | | CITY | STATE |
| | | STATE | ZIP CODE |

SUMMARY OF EXPENDITURES

Total single expenditures on behalf of the principal or public body whether or not made in the course of lobbying (Total from page 2):

- By a designated lobbyist, designated public lobbyist or lobbyist for compensation _____
- By authorized lobbyists, authorized public lobbyists or other persons _____

Aggregate of expenditures of \$20 or less on behalf of the principal or public body whether or not made in the course of lobbying*:

- By a designated lobbyist, designated public lobbyist or lobbyist for compensation _____
- By authorized lobbyists, authorized public lobbyists or other persons _____

All expenditures by public body made in the course of lobbying to compensate or reimburse designated and authorized public lobbyists for expenses (Total from page 3) _____

Special Events(Total from page 4) _____

TOTAL EXPENDITURES (ADD ABOVE LINES) _____

STATE OF _____)
) ss
 COUNTY OF _____)

I, the undersigned, being duly sworn state that this Principal / Public Body **Annual Report** is complete, and that to the best of my knowledge and belief the information above is true and correct.

Printed Name of Designated Lobbyist/Designated Public Lobbyist

Signature of Designated Lobbyist/Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20____

My Commission Expires

(affix seal)

Notary Public

* Principals must report expenditures received by or benefiting state officers or employees; Public Bodies must report expenditures received by or benefiting any member of the legislature.

ARIZONA PRINCIPAL/PUBLIC BODY ANNUAL REPORT

SINGLE EXPENDITURES whether or not made in the course of lobbying

A.R.S. §§ 41-1232.02, 41-1232.03

NAME OF PRINCIPAL/PUBLIC BODY _____

PPB ID # _____

→ Expenditures by employees of authorized lobbyists must also be reported.

| | |
|---------------------------------------|--|
| NAME OF LOBBYIST WHO MADE EXPENDITURE | TYPE OF LOBBYIST (SELECT ONE): <input type="checkbox"/> Des./Des. Public Lobbyist <input type="checkbox"/> Lobbyist For Compensation <input type="checkbox"/> Auth./Auth. Public Lobbyist <input type="checkbox"/> Employee for (Lobbyist who is not an individual) |
|---------------------------------------|--|

| | | |
|---|---------------|---|
| Name and Title of Person** Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|---|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE** <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | |
|--|--|
| ENTER TOTAL SINGLE EXPENDITURES: If additional sheets are attached, enter combined total here. | |
|--|--|

** Principals must report expenditures received by or benefiting state officers or employees; Public Bodies must report expenditures received by or benefiting any member of the legislature.

ARIZONA PUBLIC BODY ANNUAL REPORT

**EXPENDITURES BY PUBLIC BODY in the course of
lobbying to compensate or reimburse Designated
and Authorized Public Lobbyists***

Do not complete this form unless the expenditures were made by a Public Body.

NAME OF PUBLIC BODY

PUBLIC BODY ID

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

| | | |
|--|--|-----------|
| NAME OF LOBBYIST COMPENSATED/REIMBURSED | CATEGORY OF COMPENSATION/REIMBURSEMENT: <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Food or beverages <input type="checkbox"/> Filing fees <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Legal fees <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Employee compensation <input type="checkbox"/> Flowers <input type="checkbox"/> Other (Please describe) | AGG. AMT. |
|--|--|-----------|

ENTER TOTAL:
If additional sheets are attached, enter combined total here.

| |
|--|
| |
|--|

ARIZONA

PRINCIPAL/PUBLIC BODY ANNUAL REPORT SPECIAL EVENTS REPORTING

A.R.S. §§ 41-1232.02(F) AND 41-1232.03(F)

NAME OF PRINCIPAL/PUBLIC BODY

PPB ID

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

| <u>DESCRIPTION</u> | <u>DATE</u> | <u>LOCATION</u> | <u>LEGISLATIVE BODY/COMMITTEE</u> | <u>TOTAL EXPENSES</u> |
|--|-------------|-----------------|---------------------------------------|-----------------------|
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:
If additional sheets are attached, enter combined total here.

ARIZONA

**PUBLIC BODY ANNUAL REPORT
AFFIDAVIT OF TIME ALLOCATION SCHEDULE
FOR EMPLOYEE COMPENSATION
A.R.S. § 41-1232.03(A)**

Please type or print clearly

| | | | |
|-------------------------|----------------------------|----------------------|---------------------|
| PPB ID | NAME OF PUBLIC BODY | BUSINESS TEL. | BUSINESS FAX |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

**TOTAL DOLLAR AMOUNT OF EMPLOYEE
COMPENSATION ATTRIBUTABLE TO
LOBBYING FOR CALENDAR YEAR** _____

THIS IS TO CERTIFY THAT THE PUBLIC BODY HAS ESTABLISHED A TIME ALLOCATION SCHEDULE FOR APPORTIONED LOBBYING ACTIVITY BASED ON ACTUAL EXPERIENCE. THERE HAS BEEN NO CHANGE FROM PREVIOUS ANNUAL REPORTS IN THE COMPENSATION ATTRIBUTABLE TO LOBBYING FOR THE DESIGNATED PUBLIC LOBBYIST AND ALL AUTHORIZED PUBLIC LOBBYISTS, AND THEIR JOB RESPONSIBILITIES HAVE NOT BEEN SIGNIFICANTLY ALTERED SINCE THE TIME ALLOCATION SCHEDULE WAS ESTABLISHED.

STATE OF _____)
) ss
 COUNTY OF _____)

I, the undersigned, being duly sworn state that this Public Body **Affidavit of Time Allocation Schedule** is complete, and that to the best of my knowledge and belief the information above is true and correct.

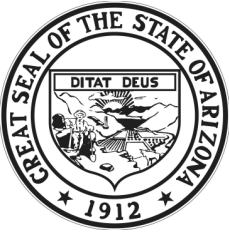
_____ Printed Name of Designated Public Lobbyist _____ Signature of Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20____

_____ My Commission Expires _____ Notary Public

(affix seal)

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State of Arizona
LOBBYIST QUARTERLY EXPENDITURE
Report
File with: Arizona Secretary of State Ken Bennett
 Attention: Election Services Division
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007
 (602) 542-8683 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

Refer to the laws in the Lobbyist Handbook for more information about this report.

FOR OFFICE USE ONLY – REV. 12/01/10

LOBBYIST QUARTERLY EXPENDITURE REPORT - A.R.S. §§ 41-1232.02, 41-1232.03

CHECK ALL THAT APPLY:

DESIGNATED LOBBYIST

DESIGNATED PUBLIC LOBBYIST

LOBBYIST FOR COMPENSATION

YEAR OF REPORT _____

CIRCLE QUARTER 1 2 3 4

Please type or print clearly

| | | | |
|-------------------|------|--------------------|--------------|
| LOBBYIST ID | | E-mail | |
| NAME OF LOBBYIST* | | BUSINESS TELEPHONE | BUSINESS FAX |
| BUSINESS ADDRESS | CITY | STATE | ZIP CODE |

SUMMARY OF EXPENDITURES

| | CURRENT QTR. | 4 TH QTR. CUM |
|--|--------------|--------------------------|
| Total single expenditures incurred by lobbyist whether or not made in the course of lobbying: <ul style="list-style-type: none"> Made on behalf of a principal or public body (p. 3): Not made on behalf of a principal or public body (p. 4): | _____ | _____ |
| Aggregate of expenditures of \$20 or less incurred by lobbyist whether or not made in the course of lobbying: <ul style="list-style-type: none"> Made on behalf of a principal or public body (p.5): Not made on behalf of a principal or public body: | _____ | _____ |
| Total special event expenditures incurred by lobbyist whether or not made in the course of lobbying: <ul style="list-style-type: none"> Made on behalf of a principal or public body (p. 6): Not made on behalf of a principal or public body (p. 7): | _____ | _____ |
| TOTAL EXPENDITURES (ADD ABOVE LINES) | _____ | _____ |

JURAT ON FOLLOWING PAGE

* Filers representing Principals must report expenditures received by or benefiting state officers or employees; filers representing Public Bodies must report expenditures received by or benefiting any member of the legislature.

| | | |
|---|--|---------------------|
| File with: Secretary of State State Capitol, 7 th Floor 1700 W. Washington Street Phoenix, AZ 85007-2808 Attn: Election Services Division | ARIZONA LOBBYIST QUARTERLY EXPENDITURE REPORT ARS §§ 41-1232.02, 41-1232.03 | FOR OFFICE USE ONLY |
|---|--|---------------------|

STATE OF _____)
) ss
COUNTY OF _____)

I, the undersigned, being duly sworn state that this **Lobbyist Quarterly Expenditure Report** is complete, and that to the best of my knowledge and belief the information above is true and correct.

Printed Name of Designated Lobbyist/Designated Public Lobbyist

Signature of Designated Lobbyist/Designated Public Lobbyist

SUBSCRIBED AND SWORN TO (Affirmed) before me on the ____ of _____, 20____

My Commission Expires

Notary Public

(affix seal)

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

SINGLE EXPENDITURES MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY A.R.S. §§ 41-1232.02(B), 41-1232.03(B)

| | |
|---|---------------|
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF EXPENDITURE WAS MADE | PPB ID |
|---|---------------|

| | | |
|---|---------------|--|
| Name and Title of Person** Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | |
|--|--|
| ENTER TOTAL SINGLE EXPENDITURES: If additional sheets are attached, enter combined total here. | |
|--|--|

** Filers representing Principals must report expenditures received by or benefiting state officers or employees; filers representing Public Bodies must report expenditures received by or benefiting any member of the legislature.

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

SINGLE EXPENDITURES

NOT MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY

A.R.S. §§ 41-1232.02 (B), 41-1232.03 (B)

| | | |
|---|---------------|--|
| Name and Title of Person** Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | | |
|---|---------------|--|
| Name and Title of Person Receiving or Benefiting from Expenditure | | CATEGORY OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) |
| DATE | AMOUNT | |

| | |
|---|--|
| ENTER TOTAL SINGLE EXPENDITURES: If additional sheets are attached, enter combined total here. | |
|---|--|

** Filers representing Principals must report expenditures received by or benefiting state officers or employees; filers representing Public Bodies must report expenditures received by or benefiting any member of the legislature.

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

AGGREGATE EXPENDITURES MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY A.R.S. §§ 41-1232.02 (B), 41-1232.03 (B)

| | | |
|---|--------|------------|
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF LOBBYIST MADE EXPENDITURE | PPB ID | AGG AMOUNT |

| | |
|---|--|
| ENTER TOTAL EXPENDITURES: | |
| If additional sheets are attached, enter combined total here. | |

ARIZONA

LOBBYIST QUARTERLY REPORT SPECIAL EVENTS EXPENDITURES MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY A.R.S. §§ 41-1232.02(F) AND 41-1232.03(F)

| | |
|--|--------|
| PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF EXPENDITURE WAS MADE | PPB ID |
|--|--------|

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

| <u>DESCRIPTION</u> | <u>DATE</u> | <u>LOCATION</u> | <u>LEGISLATIVE BODY/COMMITTEE</u> | <u>TOTAL EXPENSES</u> |
|--|-------------|-----------------|---------------------------------------|-----------------------|
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:
If additional sheets are attached, enter combined total here.

ARIZONA

LOBBYIST QUARTERLY REPORT SPECIAL EVENTS EXPENDITURES NOT MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY A.R.S. §§ 41-1232.02(F) AND 41-1232.03(F)

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

| <u>DESCRIPTION</u> | <u>DATE</u> | <u>LOCATION</u> | <u>LEGISLATIVE BODY/COMMITTEE</u> | <u>TOTAL EXPENSES</u> |
|--|-------------|-----------------|---------------------------------------|-----------------------|
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |
| <input type="checkbox"/> Party <input type="checkbox"/> Athletic Event <input type="checkbox"/> Dinner <input type="checkbox"/> Entertainment <input type="checkbox"/> Other (please describe) | | | | |

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:
If additional sheets are attached, enter combined total here.

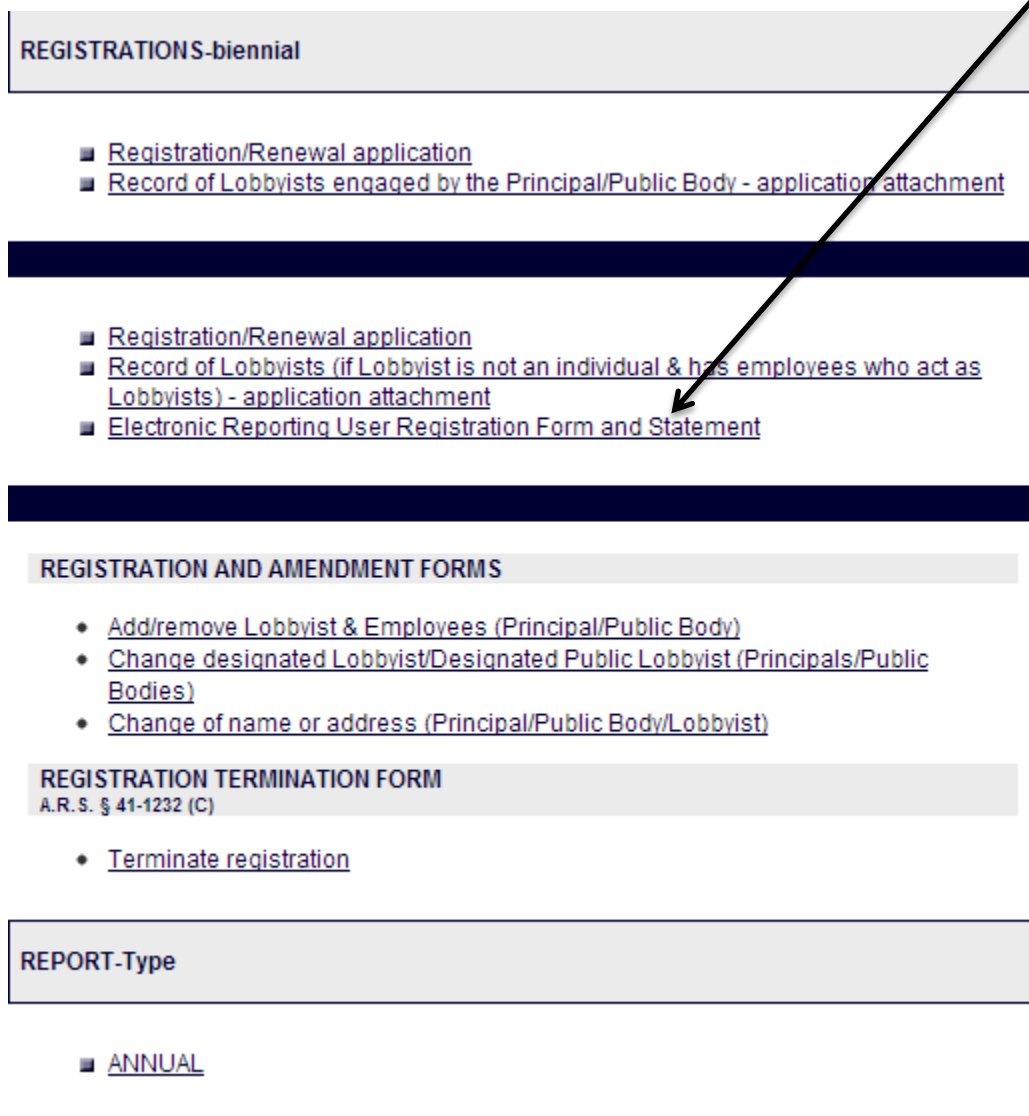
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ELF Filing

Start with Forms

The screenshot shows the Arizona Department of State website. At the top, there is a banner for Secretary of State Ken Bennett. Below the banner is a navigation menu on the left with items like Home, Office of the Secretary, Elections, Lobbyists, Business Filings, Notarial Services / Apostilles, Notary Public Commissions, Advance Directives, Publications, Rules Filings, Legislative Filings, News Room, Kids Page, and Library, Archives, & Public Records. The main content area is titled 'Lobbyists' and contains several sections: 'Search Lobbyist / Principal / Public Body / Expenditures', 'Types of Lobbyists', 'Lobbyist Handbook' (with a PDF icon), 'Electronic Lobbyist Filing (ELF)', 'Reporting Dates', and 'Forms'. A black arrow points to the 'Forms' link. At the bottom right, there is a note: 'Files require free Adobe Acrobat Reader'. A logo at the bottom left reads 'PROVIDING ACCESS Preserving Arizona'.

Click on "Electronic Reporting User Registration Form and Statement



REGISTRATIONS-biennial

- [Registration/Renewal application](#)
- [Record of Lobbyists engaged by the Principal/Public Body - application attachment](#)

- [Registration/Renewal application](#)
- [Record of Lobbyists \(if Lobbyist is not an individual & has employees who act as Lobbyists\) - application attachment](#)
- [Electronic Reporting User Registration Form and Statement](#)

REGISTRATION AND AMENDMENT FORMS

- [Add/remove Lobbyist & Employees \(Principal/Public Body\)](#)
- [Change designated Lobbyist/Designated Public Lobbyist \(Principals/Public Bodies\)](#)
- [Change of name or address \(Principal/Public Body/Lobbyist\)](#)

REGISTRATION TERMINATION FORM
A.R.S. § 41-1232 (C)

- [Terminate registration](#)

REPORT-Type

- [ANNUAL](#)

Fill out the Form (the Activation Code will be provided after setting up an account)

**LOBBYIST ELECTRONIC REPORTING
USER REGISTRATION FORM AND STATEMENT**

*IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.*

1. REGISTRANT INFORMATION (All information is required)

Full Name: _____

Daytime Phone: _____ E-mail Address: _____

Lobbyist ID # _____

Activation Code _____ (given to you when you registered on the web)

2. IMPORTANT NOTICES REGARDING ELECTRONIC FILINGS

- A. A.R.S. § 41-1236 requires that all reports or statements filed with the Arizona Secretary of State pursuant to the Registration and Regulation of Lobbyists (see specifically A.R.S. Title 41, Chapter 7, Article 8.1) be made under oath, before an officer authorized by law to administer oaths.
- B. A.R.S. § 41-1232.07 states:
 - A. Any report or registration form that is required to be filed pursuant to this article (A.R.S. Title 41 Article 8.1) may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.
 - B. Notwithstanding A.R.S. § 41-1236, a report or registration form that is filed in electronic format pursuant to this section is not required to bear a notarized signature but is deemed to be filed under penalty of perjury.
 - C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements.

Print out the agreement, and then proceed to setup the account by clicking on “Electronic Lobbyist Filing (ELF)”

The screenshot shows the Arizona Department of State website. At the top, there is a banner for Secretary of State Ken Bennett. Below the banner is a navigation menu on the left with items like Home, Office of the Secretary, Elections, Lobbyists, Business Filings, Notarial Services / Apostilles, Notary Public Commissions, Advance Directives, Publications, Rules Filings, Legislative Filings, News Room, Kids Page, and Library, Archives, & Public Records. The main content area is titled 'Lobbyists' and contains several sections: 'Search Lobbyist / Principal / Public Body / Expenditures', 'Types of Lobbyists', 'Lobbyist Handbook' (with a PDF icon), 'Electronic Lobbyist Filing (ELF)' (with a black arrow pointing to it), 'Reporting Dates', and 'Forms'. At the bottom right, there is a note: 'Files require free Adobe Acrobat Reader'. At the bottom left, there is a logo that says 'PROVIDING ACCESS Preserving Arizona'.

Click on the red underlined “here” to access ELF (new or current user)

Electronic Lobbyist Filing

[ELF Login](#)

Welcome to the new and improved Electronic Lobbyist Filing (ELF) system. Recent improv system.

The Electronic Lobbyist Filing system (ELF) allows collection of the information [Lobbyists](#) ; what is officially filed by them at any time. This removes the time delay, expense, and risk electronic filer.

Getting Started:

[Steps for lobbyists to become an electronic filer](#)

Using ELF:

ELF users login [here](#) (or to create a new account)

[Summary of changes](#) for existing ELF users

General Lobbyist Information:

Visit the [Lobbyist Web Page](#)

New users click “here” in the gray box at the bottom of the screen if you don’t have a username and password.

Login

Username:

Password

- Don't have a username and password? Click [here](#). ←
- Forgot your password? Click [here](#).

Complete the information for First-time Setup and click Submit

First-time Setup

Please enter the following information to set up your electronic lobbyist filing account.

Lobbyist ID:

User Name:

Enter password:

Re-enter password:

Email address:

Question:

Answer:

Next you will see the Setup Confirmation-if it is correct click Submit. If you need to make changes click the browser's back button.


Setup Confirmation

Please verify the information that you have entered, and use your browser's back button if you need to make any changes.

If all the information is correct, please click the Submit button. You will then be redirected to the login page where you can login to the system.

Lobbyist ID: 3604509
User Name: achan
E-mail address: achan@azsos.gov
Question: What is your mother's maiden name?
Answer: [REDACTED]

Account Activation-WRITE DOWN YOUR ACTIVATION CODE AND CLICK "CREATE ACCOUNT"



Account Activation

Print the user agreement form [here](#). Complete the form, notarize it, and send it to:
1700 W Washington St, 7th Floor
Phoenix, AZ 85007

You must click the "Create Account" button or your account will not be created.

IMPORTANT: Enter this number on your form in the space provided. The form will not be accepted without an activation code.

This is your activation code: 10670256

Should you require assistance from our office to reset your password, you will be required to provide us with your activation code. Of ELF system until your new form has been received and processed.

You can now input the activation code into the Lobbyist Electronic Reporting User Registration Form and Statement. After you have read the form you must sign it and have it notarized before mailing/hand delivering it to the Secretary of State's Office (we can notarize here in the office free of charge)

**LOBBYIST ELECTRONIC REPORTING
USER REGISTRATION FORM AND STATEMENT**

*IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.*

1. REGISTRANT INFORMATION (All information is required)

Full Name: _____

Daytime Phone: _____ E-mail Address: _____

Lobbyist ID # _____

Activation Code _____ (given to you when you registered on the web)

2. IMPORTANT NOTICES REGARDING ELECTRONIC FILINGS

- A. A.R.S. § 41-1236 requires that all reports or statements filed with the Arizona Secretary of State pursuant to the Registration and Regulation of Lobbyists (see specifically A.R.S. Title 41, Chapter 7, Article 8.1) be made under oath, before an officer authorized by law to administer oaths.
- B. A.R.S. § 41-1232.07 states:
 - A. Any report or registration form that is required to be filed pursuant to this article (A.R.S. Title 41 Article 8.1) may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.
 - B. Notwithstanding A.R.S. § 41-1236, a report or registration form that is filed in electronic format pursuant to this section is not required to bear a notarized signature but is deemed to be filed under penalty of perjury.
 - C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements

After the Secretary of State Lobbyist Team receives your signed and notarized ELF agreement and activates your account, an email will be sent informing you that you are now registered and able to log in to the ELF system.

When logging into the system for the first time you should then read the provided instructions.

Instructions

Use the navigation buttons on the left to file one or more of the three types of expenditure forms.
Use the "Change Filing Period" button to select the reporting quarter you are filing.
Use the "Submit Your Filing" button when finished to complete the process.

Aggregate of Expenditures Less Than \$20

For all expenses under \$20, you need to report whether the expense was on behalf of or not on behalf of a Principal or Public Body. Enter in your Aggregate amounts grouped by lobbyist type.
(All Designated and Compensated Lobbyists; All Authorized Lobbyists)

Single Expenditures More Than \$20

For all expenses over \$20, enter each expense, date and amount.

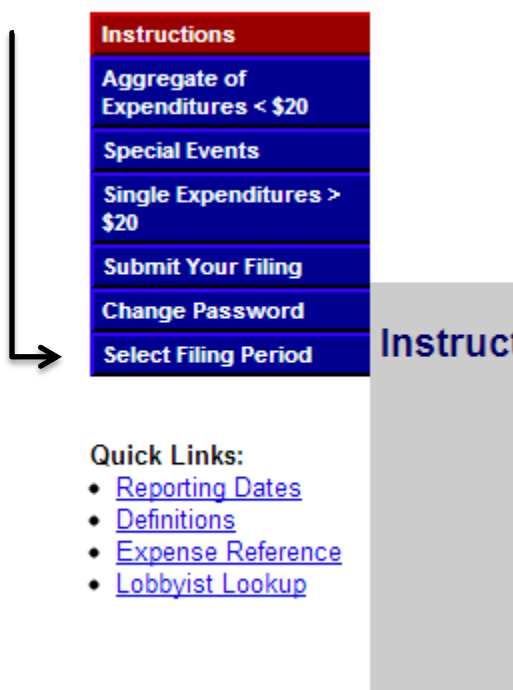
Special Events

Any special events are entered here, whether or not on behalf of lobbying. Enter in those events by description, location and the legislative body this affected, if any.

Submit Your Filing

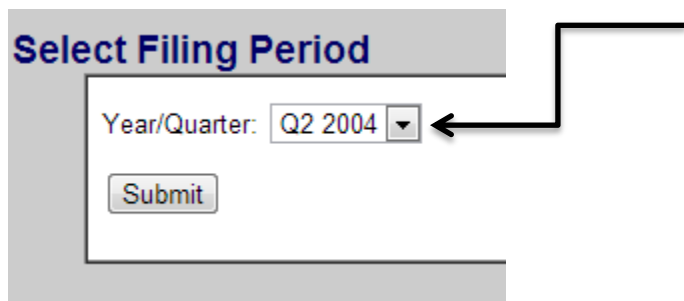
Upon review of the information in the forms, click Submit Your Filing and you are done!
You are still required to file even if you had no expenditures for a filing period. In this case click "Submit Your Filing" without entering any expenditures.

After reading the instructions the first step is to click **“SELECT FILING PERIOD”** (The last Blue box at the top left of the screen)



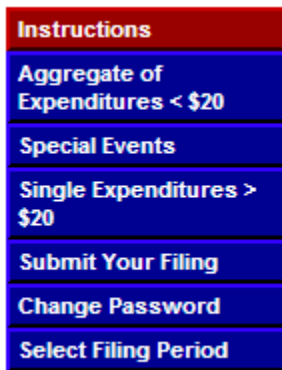
A vertical navigation menu with a red header labeled "Instructions". Below the header are seven blue buttons with white text: "Aggregate of Expenditures < \$20", "Special Events", "Single Expenditures > \$20", "Submit Your Filing", "Change Password", and "Select Filing Period". A black arrow points from the left towards the "Select Filing Period" button. To the right of the menu is a grey vertical bar with the word "Instruc" partially visible. Below the menu is a "Quick Links:" section with four blue hyperlinks: "Reporting Dates", "Definitions", "Expense Reference", and "Lobbyist Lookup".

Select the appropriate filing period from the dropdown menu and click “submit”



A form titled "Select Filing Period" in a grey header. Below the header is a "Year/Quarter:" label followed by a dropdown menu showing "Q2 2004". A black arrow points from the right towards the dropdown menu. Below the dropdown menu is a "Submit" button.

If you have expenditures select each applicable type, enter the data and when you have completed your data entry click on “Submit Your Filing”



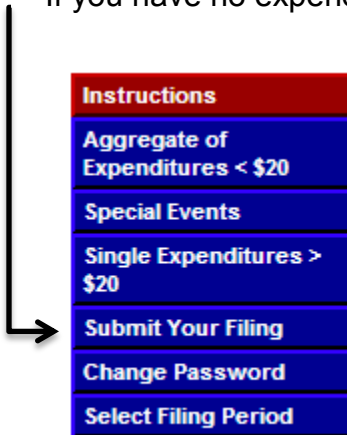
The Three Categories:

Aggregate of Expenditures under \$20

Special Events

and Single Expenditures

If you have no expenditures for the filing period, you may click “Submit Your Filing”.



Review the page for accuracy. Then scroll to the bottom of the page and click "Submit"

Total of Expenditures for special events:

*EXPENDITURES MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY BY ALL EMPLOYEES OF THE LOBBYIST MUST ALSO BE LISTED.

Arizona
Secretary of State
Election Services Division
1700 West Washington #7
Phoenix Arizona 85007

Arizona
Lobbyist Quarterly Expenditure Report
Single Expenditures more than \$20
[41-1232.03 (B)]
REPORT OF EXPENDITURES MADE ON BEHALF OF A PUBLIC BODY, WHETHER OR NOT MAI

CHAN

AMY B

Expenditures of more than \$20 made on behalf of a public body, received by or benefiting a state officer or employee, whether or not the exp

Lobbyists who ONLY represent public bodies must report 1) expenditures made by the Designated Public Lobbyists, any Authorized Public L of the household of legislators or legislative employees. Lobbyists who represent principals must report expenditures received by or benefit

Total Schedule 6 Expenditures:

* LOBBYIST OR EMPLOYEE OF LOBBYIST. EXPENDITURES BY ALL EMPLOYEES OF THE LOBBYIST MUST BE LISTED.
** Categories - food or beverages; entertainment; travel and lodging; flowers; other expenditures [A.R.S. 41-1232.02 (D), 41-1232.03 (D)]
*** Includes other state officer or employee who is a member of the household of a legislator or legislative employee
NOTE: EXPENDITURES MADE ON BEHALF OF A PRINCIPAL BY ALL EMPLOYEES OF THE LOBBYIST MUST BE LISTED

If the information contained in the report is correct, please click Submit to submit your Expenditure Report.
If it is not correct, please use the Back button on your browser to make the necessary corrections.

Submit

Congratulations! Your report has been submitted and you can use the Search Lobbyist/Principal/Public Body/Expenditures feature on azsos.gov to view the submission. You can now click to exit the program.

Filing Receipt

Lobbyist ID: 3604509

Report: 2004 - 2

Receipt ID: 1008898

Date Received: 8/16/2013 4:25:52 PM

Submission complete! You may print this receipt for your records. If you need to view this document, you may retrieve it from the E.L.F. system.
[Click here to EXIT](#)

CHAPTER 6 - ARIZONA LOBBYING STATUTES

TITLE 41, CHAPTER 7, ARTICLE 8.1 REGISTRATION & REGULATION OF LOBBYISTS

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TITLE 41 STATE GOVERNMENT

Chapter 7 - Legislature

Article 8.1

Registration and Regulation of Lobbyists

§41-1231.DEFINITIONS

In this article, unless the context otherwise requires:

1. "Authorized lobbyist" means any person, other than a designated lobbyist or lobbyist for compensation, who is employed by, retained by or representing a principal with or without compensation for the purpose of lobbying and who is listed as an authorized lobbyist by the principal in its registration pursuant to section 41-1232.

2. "Authorized public lobbyist" means a person, other than a designated public lobbyist, who is employed by, retained by or representing a public body, with or without compensation, for the purpose of lobbying and who is listed as an authorized public lobbyist by the public body in its registration pursuant to section 41-1232.01.

3. "Designated lobbyist" means the person who is designated by a principal as the single point of contact for the principal and who is listed as the designated lobbyist by the principal in its registration pursuant to section 41-1232.

4. "Designated public lobbyist" means the person who is designated by a public body as the single point of contact for the public body and who is listed as the designated public lobbyist by the public body in its registration pursuant to section 41-1232.01.

5. "Entertainment" means the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity.

6. "Expenditure" means a payment, distribution, loan, advance, deposit or gift of money or anything of value and includes a contract, promise or agreement, whether or not legally enforceable, to make an expenditure that provides a benefit to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists,

designated public lobbyists or authorized public lobbyists.

7. "Family gift" means a gift to a state officer or employee or a member of the officer's or employee's household from a principal, lobbyist, designated public lobbyist or authorized public lobbyist who is a relative of the state officer or employee or a member of the household of the state officer or employee if the donor is not acting as the agent or intermediary for someone other than a person covered by this paragraph.

8. "Food or beverage" means the amount of any expenditure paid or incurred for food or beverages for a state officer or employee provided at a location at which the principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist who made the expenditure is present.

9. "Gift" means a payment, distribution, expenditure, advance, deposit or donation of money, any intangible personal property or any kind of tangible personal or real property. For the purposes of this article gift does not include:

(a) A gift, devise or inheritance from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such individual if the donor is not acting as the agent or intermediary for someone other than a person covered by this subdivision.

(b) Expenditures that are either properly reported or exempt from reporting under this chapter for:

(i) A speaking engagement.

(ii) Food or beverages.

(iii) Travel and lodging.

(iv) Flowers.

(c) Salary, compensation or employer reimbursed expenses lawfully paid to a public official.

(d) The value, cost or price of professional or consulting services that are not rendered to obtain a benefit for any registered principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist or the clients of a principal or lobbyist.

(e) Expenses relating to a special event or function to which all members of the legislature, either house of the legislature or any committee of the legislature are invited.

(f) A plaque or other form of recognition similar to a plaque to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.

(g) Informational material such as books, reports, pamphlets, calendars or periodicals.

(h) An item that is not used and that is returned within fifteen days of receipt to the donor or that is delivered within fifteen days of receipt to a charitable organization and that is not claimed as a charitable contribution for state or federal income tax purposes.

(i) A campaign contribution that is properly received and reported as required by law.

(j) An item that is given to a state officer or employee if the state officer or employee gives an item of approximately the same value to the giver of the item at the same time that the item is given or on a similar occasion as the one that prompted the original item to be given.

(k) Gifts of a personal nature that were customarily received by an individual from the donor before the individual became a state officer or employee.

(l) An item that is given to the general public at an event.

10. "Legislation" means bills, resolutions, memorials, amendments, nominations and other matters that are pending or proposed in either house of the legislature of this state.

11. "Lobbying":

(a) Means attempting to influence the passage or defeat of any legislation by directly communicating with any legislator or attempting to influence any formal rule making proceeding pursuant to chapter 6 of this title or rule making proceedings that are exempt from chapter 6 of this title by directly communicating with any state officer or employee.

(b) Includes, for a person who is otherwise required to be registered as a lobbyist for compensation pursuant to this article, attempting to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor.

(c) Does not include:

(i) Interagency communications between state agency employees.

(ii) Communications between a public official or employee of a public body, designated public lobbyist or authorized public lobbyist and any state officer, except

for a member of the legislature, or an employee of the legislature.

(iii) Oral questions or comments made by a person to a state officer or employee regarding a proposed rule and made in public at a meeting or workshop that is open to the public and that is sponsored by a state agency, board, commission, council or office.

(iv) Communications between a public body and a self-employed person or person employed by a partnership or company regarding the procurement of materials, services or construction unless the self-employed person or person employed by a partnership or company is otherwise required to register pursuant to this article or is employed by, supervised by at any level or contracted with a person who is otherwise required to register pursuant to this article.

12. "Lobbyist" means any person, other than a designated public lobbyist or authorized public lobbyist, who is employed by, retained by or representing a person other than himself, with or without compensation, for the purpose of lobbying and who is listed as a lobbyist by the principal in its registration pursuant to section 41-1232. Lobbyist includes a lobbyist for compensation, designated lobbyist and authorized lobbyist.

13. "Lobbyist for compensation" means a lobbyist who is compensated for the primary purpose of lobbying on behalf of a principal and who is listed by the principal in its registration pursuant to section 41-1232.

14. "Person" means an individual, partnership, committee, association or corporation and any other organization or group of persons, except legislators and political parties qualified for representation on the ballot pursuant to section 16-801 or 16-804.

15. "Personal hospitality" means hospitality, meals, beverages, transportation or lodging furnished but not commercially provided by a person on property or facilities owned or possessed by the person or the person's family.

16. "Principal" means any person, other than a public body, that employs, retains, engages or uses, with or without compensation, a lobbyist. Principal includes any subsidiary of a corporation.

17. "Procurement" has the same meaning prescribed in section 41-2503.

18. "Public body" means the Arizona board of regents, a university under the jurisdiction of the Arizona board of regents, the judicial department, any state agency, board, commission or council, any county, any county elected officer who elects to appoint a designated public lobbyist or any city, town, district or other political subdivision of this state that receives and utilizes tax revenues and that employs, retains, engages or uses, with or without compensation, a designated public lobbyist or authorized public lobbyist.

19. "Public official" means a person who is duly elected, appointed or retained through election to an elected state, county or local office.

20. "Single expenditure" means an expenditure that provides a benefit of more than twenty dollars to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.

21. "Speaking engagement":

(a) Means the amount of any expense paid or incurred for entrance fees, lodging, food and beverage, entertainment, travel and other expenses for the state officer's or employee's attendance at an event, committee, meeting, conference or seminar, including meetings of state, regional or national organizations or their committees concerned with legislative or governmental activities if the state officer or employee participates in the event as a speaker or panel participant by presenting information relating to the state officer's or employee's legislative or official duties or by performing a ceremonial function appropriate to the state officer's or employee's position.

(b) Does not include expenditures for an honorarium or any other similar fee paid to a speaker.

22. "State employee" means an employee of the legislature, a university under the jurisdiction of the Arizona board of regents, the judicial department or a state office, agency, board, commission or council.

23. "State officer" means a person who is duly elected, appointed or retained through election to any state office, or a member of any state board, commission or council, and includes a member of the legislature.

§ 41-1232. REGISTRATION OF PRINCIPALS; FEE

A. Except as provided in subsection B, before any principal causes any lobbying to occur on its behalf, the principal shall register with the secretary of state by filing a written statement in a format prescribed by the secretary of state, subscribed under oath, containing the following information:

1. The name and business address of the principal.

2. The name and business address of a person who is the designated lobbyist for the principal, regardless of whether such person is engaged to lobby for compensation.

3. The name and business address of each lobbyist for compensation or authorized lobbyist employed by, retained by or representing the principal.

4. For each lobbyist for compensation, designated lobbyist or authorized lobbyist that is not an individual, the name and business address of all employees of that lobbyist who lobby on the principal's behalf.

5. The nature of the primary business or activity, issue, interest or purpose of the principal.

6. The duration of the engagement of any lobbyist.

7. A description of the expenses for which each lobbyist is to be reimbursed by the principal.

8. A listing of the state entities the lobbyist has been engaged or designated to lobby including the legislature and state agencies, boards, commissions or councils.

B. If a registration as required by subsection A cannot be accomplished or is not practicable in advance of the first attempt or occasion to lobby, registration must occur within five business days after the day on which the first lobbying attempt, occasion or activity occurs.

C. Each principal shall reregister no later than 5:00 p.m. on the second Monday in January of each odd numbered year unless at that time the principal no longer engages any lobbyist. A principal shall file its registration at any time beginning December 1 in the even numbered year until 5:00 p.m. on the second Monday in January in the odd numbered year. Each principal shall amend its registration statement within five business days of any change in the information required by subsection A.

D. A principal shall provide notice to each lobbyist for compensation, authorized lobbyist and designated lobbyist who is named in the principal's registration or reregistration statement. The notice shall state that the principal has listed the lobbyist for compensation, authorized lobbyist or designated lobbyist on the principal's registration or reregistration statement and that this listing obligates the lobbyist for compensation or designated lobbyist to register and file all reports required by this article. The notice shall be accompanied by a summary of the lobbyist laws published by the secretary of state, the first page of the principal's registration and the page of the schedule on which the name of the lobbyist for compensation, authorized lobbyist or designated lobbyist appears.

E. Each principal that registers a lobbyist for compensation or a designated lobbyist who receives compensation for lobbying from the principal, at the time of registering or reregistering, shall pay a registration or reregistration fee of twenty-five dollars

to the secretary of state. No principal may be charged more than one twenty-five dollar fee per registration period. Registration and reregistration fees collected by the secretary of state shall be deposited, pursuant to sections 35-146 and 35-147, in the state general fund, and, subject to legislative appropriation, the registration and reregistration fees for principals shall be used to reduce the costs associated with enforcing the lobbyist registration laws.

§ 41-1232.01. REGISTRATION BY PUBLIC BODIES; FEE

A. Except as provided in subsection B, before any public body causes any lobbying to occur on its behalf, the public body shall register with the secretary of state by filing a written statement in a format prescribed by the secretary of state, subscribed under oath, containing the following information:

1. The name and business address of the public body.

2. The name and business address of a person who is the designated public lobbyist for the public body, regardless of whether this person is engaged to lobby for compensation.

3. The name and business address of each authorized public lobbyist employed by, retained by or representing the public body.

4. For each designated public lobbyist or authorized public lobbyist that is not an individual, the name and business address of all employees of such designated public lobbyist or authorized public lobbyist who may lobby on the public body's behalf.

5. A description of the expenses for which each designated public lobbyist and authorized public lobbyist is to be reimbursed by the public body.

B. If a registration as required by subsection A cannot be accomplished or is not practicable in advance of the first attempt or occasion to lobby, registration must occur within five business days after the day on which the first lobbying attempt, occasion or activity occurs.

C. Each public body shall reregister no later than 5:00 p.m. on the second Monday in January of each odd numbered year unless at that time the public body no longer engages any designated public lobbyist or

authorized public lobbyist. A public body shall file its registration at any time beginning December 1 in the even numbered year until 5:00 p.m. on the second Monday in January in the odd numbered year. Each public body shall amend its registration statement within five business days of any change in the information required by subsection A.

D. A public body shall provide notice to each designated public lobbyist or authorized public lobbyist who is named in the public body's registration or reregistration statement. The notice shall state that the public body has listed the designated public lobbyist or authorized public lobbyist on the public body's registration or reregistration statement and that this listing obligates the designated public lobbyist to register and file all reports required by this article. The notice shall be accompanied by a summary of the lobbyist laws published by the secretary of state, the first page of the public body's registration and the page of the schedule on which the designated or authorized public lobbyist's name appears.

E. Each public body that registers a designated public lobbyist who receives compensation for lobbying from the public body, at the time of registering or reregistering, shall pay a registration or reregistration fee of twenty-five dollars to the secretary of state. No public body may be charged more than one twenty-five dollar fee per registration period. Registration and reregistration fees collected by the secretary of state shall be deposited, pursuant to sections 35-146 and 35-147, in the state general fund, and, subject to legislative appropriation, the registration and reregistration fees for public bodies shall be used to reduce the costs associated with enforcing the lobbyist registration laws.

§ 41-1232.02. EXPENDITURE REPORTING; PRINCIPALS AND LOBBYISTS; GIFTS

A. Each principal shall report annually all single expenditures, whether or not the expenditures were made in the course of lobbying. These single expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of each state officer or employee receiving or benefitting from the expenditure, the category of the expenditure and the name of the lobbyist or other person who made the expenditure on behalf of the principal. In addition each principal shall report annually the aggregate of all expenditures of twenty dollars or less received by or benefitting a state officer or employee, whether or not the expenditures were made in the course of lobbying. The report shall be filed by March 1 and shall list the

annual expenditures made on behalf of the principal. If March 1 is a Saturday, Sunday or other legal holiday, the report shall be filed on the next business day.

B. Each lobbyist for compensation and designated lobbyist shall report quarterly all single expenditures incurred in the preceding calendar quarter by the lobbyist for compensation or designated lobbyist, whether or not the single expenditures were made in the course of lobbying. These single expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of the state officer or employee receiving or benefitting from the expenditure, the category of the expenditure and the principal on whose behalf the expenditure was made. If the expenditure was made by the lobbyist and was not made on behalf of a principal, it shall be itemized separately. The quarterly report shall be filed no later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

C. Each lobbyist for compensation and designated lobbyist shall also report quarterly the aggregate of all expenditures of twenty dollars or less received by or benefitting a state officer or employee, whether or not the expenditures were made in the course of lobbying. The report shall list separately the aggregate of expenditures made on behalf of each principal and the aggregate not made on behalf of any principal. In the fourth calendar quarter, these expenditures shall also be listed by cumulative total for the calendar year. Each quarterly lobbyist report shall include all reportable expenditures made by any employee of the lobbyist for compensation or designated lobbyist, regardless of whether that employee is listed as a lobbyist on any registration filed by a principal engaging the lobbyist. The quarterly report shall be filed no later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed the next business day.

D. The reports required by subsections A and B of this section shall identify each

single expenditure according to the following categories:

1. Food or beverages.
2. Speaking engagement.
3. Travel and lodging.
4. Flowers.
5. Other expenditures.

E. Expenditures by principals and lobbyists such as those for the lobbyist's personal sustenance, office expenses, filing fees, legal fees, employees' compensation, lodging and travel are not required to be reported. In addition, expenditures by a principal or a lobbyist for family gifts, personal hospitality or those items excluded from the definition of gift pursuant to section 41-1231, paragraph 9, subdivision (a), (c), (d), (f), (g), (h), (i), (j), (k) or (l) are not required to be reported.

F. All expenditures incurred by a principal or lobbyist in the case of special events for legislators, including parties, dinners, athletic events, entertainment and other functions, to which all members of the legislature, either house of the legislature or any committee of the legislature are invited shall be reported. Expenditures are not required to be allocated to individual legislators, but for each such event a description of the event and the date, location, name of the legislative body invited and total expenditures incurred shall be reported. Expenditures for special events held in conjunction with state, national or regional meetings of an organization or association concerned or dealing with legislative or other governmental activities to which all state officers or state employees in attendance at such event are invited shall be reported in the same manner.

G. All information required to be filed pursuant to this section with the secretary of state shall be filed in that office and preserved by the secretary of state for five years from the date of filing, after which time the information shall be destroyed. The information is a public record and open to public inspection.

H. If a principal, lobbyist for compensation or designated lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the principal, lobbyist for compensation or designated lobbyist may sign a notarized form prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

I. A person or organization shall not make a gift to or an expenditure on behalf of a state officer or employee through another person or organization for the purpose of disguising the identity of the person making the gift or expenditure.

J. A principal or lobbyist or any other person acting on behalf of a principal or lobbyist shall not give to any state officer or state employee and a state officer or

state employee shall not accept from a principal or lobbyist either of the following:

1. Gifts with a total value of more than ten dollars during any calendar year.
2. Gifts that are designed to influence the state officer's or state employee's official conduct.

§ 41-1232.03. EXPENDITURE REPORTING; PUBLIC BODIES AND PUBLIC LOBBYISTS; GIFTS

A. Each public body shall report annually all single expenditures received by or benefitting a member of the legislature whether or not the expenditures were made in the course of lobbying. These expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of each member of the legislature receiving or benefitting from the expenditure, the category of the expenditure and the name of the designated public lobbyist or authorized public lobbyist who made the expenditure on behalf of the public body. In addition each public body shall report annually the aggregate of all expenditures of twenty dollars or less received by or benefitting a member of the legislature, whether or not the expenditures were made in the course of lobbying. The report shall list all expenditures by the public body made in the course of lobbying for the personal sustenance, filing fee, legal fees, employees' compensation, meals, lodging and travel of the designated public lobbyist and all authorized public lobbyists employed or retained by, and representing, the public body. The public body shall apportion expenditures that are attributable both to lobbying and to other activities of the public body and shall report only the portion attributable to lobbying. For the purpose of reporting employee compensation, a public body, on establishing a time allocation schedule for apportioned lobbying activity based on actual experience under this article, may submit after the 1993 calendar year an affidavit to the secretary of state stating the compensation attributable to lobbying for subsequent years for the designated public lobbyist and all authorized public lobbyists whose job responsibilities

have not been significantly altered since the time allocation schedule was established. The report shall be filed by March 1 and shall list the annual expenditures made on behalf of the public body. If March 1 is a Saturday, Sunday or other legal holiday, the report shall be filed on the next business day.

B. Each designated public lobbyist shall report quarterly all single expenditures received by or benefitting a member of the legislature and incurred in the preceding calendar quarter by the designated public lobbyist, whether or not the single expenditures were made in the course of lobbying. Each designated public lobbyist's report shall also include all single expenditures incurred in the preceding calendar quarter by each authorized public lobbyist who is registered pursuant to section 41-1232.01 by the same public body that registered the designated public lobbyist. This subsection does not apply to an expenditure that was made by a designated public lobbyist or authorized public lobbyist and that was received by or benefitted an employee of a public body, if the employee is not a member or employee of the legislature or a member of the household of a member or employee of the legislature. These expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of the member or employee receiving or benefitting from the expenditure, the category of the expenditure and the public body on whose behalf the expenditure was made. If the expenditure was made by the designated public lobbyist or authorized public lobbyist and was not made on behalf of a public body, it shall be itemized separately. The quarterly report shall be filed no later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

C. Each designated public lobbyist shall also report quarterly the aggregate of all expenditures of twenty dollars or less received by or benefitting a member of the legislature, whether or not the expenditures were made in the course of lobbying. Each designated public lobbyist's report shall also include the aggregate of all expenditures of twenty dollars or less that were received by or benefitted a member of the legislature and that were made by an authorized public lobbyist who is registered pursuant to section 41-1232.01 by the same public body that registered the designated public lobbyist. This subsection does not apply to an expenditure that was made by a designated public lobbyist or authorized public lobbyist and that was received by or benefitted an employee of a public body, if the employee is not a member or employee of the legislature or a member of the household of a member or employee of the legislature. The report shall list

separately the aggregate of expenditures made on behalf of each public body and the aggregate not made on behalf of any public body. In the fourth calendar quarter, these expenditures shall also be listed by cumulative total for the calendar year. Each quarterly lobbyist report shall include all reportable expenditures made by any employee of the designated public lobbyist or authorized public lobbyist, regardless of whether that employee is listed as a designated public lobbyist or authorized public lobbyist on any registration filed by a public body engaging the designated public lobbyist or authorized public lobbyist. The quarterly report shall be filed no later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

D. The reports required by subsections A and B of this section shall identify the nature of each single expenditure according to the following categories:

1. Food or beverages.
2. Speaking engagement.
3. Travel and lodging.
4. Flowers.
5. Other expenditures.

E. Expenditures by a public body, designated public lobbyist or authorized public lobbyist for personal sustenance, family gifts, personal hospitality or those items excluded from the definition of gift pursuant to section 41-1231, paragraph 9, subdivision (a), (c), (d), (f), (g), (h), (i), (j), (k) or (l) are not required to be reported.

F. All expenditures incurred by a public body, designated public lobbyist or authorized public lobbyist in the case of special events for legislators, including parties, dinners, athletic events, entertainment and other functions, to which all members of the legislature, either house of the legislature or any committee of the legislature are invited shall be reported. Expenditures are not required to be allocated to individual legislators, but for each such event a description of the event and the date, location, name of the legislative body invited and total expenditures incurred shall be reported. Expenditures for special events held in conjunction with state, national or regional meetings of an organization or association concerned or dealing with

legislative or other governmental activities to which all members or employees of the legislature in attendance at such event are invited shall be reported in the same manner.

G. All information required to be filed pursuant to this section with the secretary of state shall be filed in that office and preserved by the secretary of state for five years from the date of filing, after which time the information shall be destroyed. The information is a public record and open to public inspection.

H. If a public body or designated public lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the public body or designated public lobbyist may sign a notarized form prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

I. A person or organization shall not make a gift to or an expenditure on behalf of a member or employee of the legislature through another person or organization for the purpose of disguising the identity of the person making the gift or expenditure.

J. A public body, designated public lobbyist or authorized public lobbyist or any other person acting on behalf of a public body, designated public lobbyist or authorized public lobbyist shall not give to any member of the legislature and a member of the legislature shall not accept from a public body, designated public lobbyist or authorized public lobbyist either of the following:

1. Gifts with a total value of more than ten dollars during any calendar year.

2. Gifts that are designed to influence the member's or employee's official conduct.

K. Subsection J of this section does not apply to gifts given by a public body, designated public lobbyist or authorized public lobbyist to an employee of a public body, if the employee is not a public official or a member of the household of a public official or if the gift is accepted on behalf of the public body and remains the property of the public body.

§ 41-1232.04. REGISTRATION; EXCEPTIONS

Sections 41-1232, 41-1232.01, 41-1232.02 and 41-1232.03 do not apply to a person if that person is acting in the following capacity:

1. A natural person who merely appears for himself before a committee of the legislature or before a state officer or employee or a state agency, board, commission or council to lobby in support of or in opposition to legislation or official action.

2. A natural person who, acting in his own behalf, sends a letter to, converses on the telephone with or has

a personal conversation with a state officer or employee for the purpose of supporting or opposing any legislation or official action.

3. A duly elected or retained public official, judge or justice, a person duly appointed to an elective public office, or an appointed member of a state, county or local board, advisory committee, commission or council acting in his official capacity on matters pertaining to his office, board, advisory committee, commission or council.

4. A person who answers technical questions or provides technical information at the request of a lobbyist, designated public lobbyist, authorized public lobbyist or legislator and who makes no expenditures required to be reported by this article.

5. A person who performs professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation.

6. An attorney who represents clients before any court or before any quasi-judicial body.

7. A person who contacts a state officer or state employee solely for the purpose of acquiring information.

8. A natural person who is a member of an association, who is not the lobbyist for compensation, designated lobbyist or authorized lobbyist for the association and who does not make any expenditures that would otherwise be required to be reported by this article if the natural person were a lobbyist, a designated public lobbyist or an authorized public lobbyist.

§ 41-1232.05. LOBBYIST REGISTRATION; HANDBOOK; REQUIREMENT

A. A person who is listed by a principal or public body on a registration form pursuant to section 41-1232 or 41-1232.01 as a lobbyist for compensation, designated lobbyist or designated public lobbyist shall file a lobbyist registration form with the secretary of state in a format prescribed by the secretary of state no later than 5:00 p.m. on the second Monday in January of each even numbered year and shall read a handbook containing statutes and rules governing lobbyists for compensation,

designated lobbyists and designated public lobbyists, written guidelines and forms and samples for completing the lobbyist disclosure forms. A person shall file the registration at any time beginning December 1 in the odd numbered year until 5:00 p.m. on the second Monday in January in the even numbered year. The lobbyist handbook shall be written and prescribed by the secretary of state. A person who is originally listed as a lobbyist for compensation, designated lobbyist or designated public lobbyist for a month other than January shall file, within thirty days, a registration form and shall file a registration form for January of each even numbered year thereafter if the person continues to be listed as a lobbyist for compensation, designated lobbyist or designated public lobbyist.

B. The lobbyist registration form shall include:

1. The name of the lobbyist for compensation, designated lobbyist or designated public lobbyist.

2. The business name and address of the lobbyist for compensation, designated lobbyist or designated public lobbyist.

3. A statement that the lobbyist for compensation, designated lobbyist or designated public lobbyist has read the lobbyist handbook prescribed in subsection A of this section.

§ 41-1232.06. EXEMPTION; UNPAID VOLUNTEERS

This article does not apply to expenditures made for or gifts given to members of any state agency, board, commission, committee or council who are not publicly elected and who serve without compensation provided that the expenditure or gift is not made in the course of lobbying that member. If the expenditure or gift is made in the course of lobbying, the reporting requirements of sections 41-1232 and 41-1232.01 shall apply. Payments made to a member of any state agency, board, commission, committee or council pursuant to title 38, chapter 4, article 2 shall not be considered compensation for the purposes of this section.

§ 41-1232.07. ELECTRONIC FILINGS

A. Any report or registration form that is required to be filed pursuant to this article may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.

B. Notwithstanding section 41-1236, a report or registration form that is filed in electronic format pursuant to this section is not required to bear a

notarized signature but is deemed to be filed under penalty of perjury.

C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements of this article if the filing is properly formatted as prescribed by this article and the information contained in the filing is complete and correct.

§ 41-1232.08 ENTERTAINMENT BAN; STATE AND POLITICAL SUBDIVISIONS; EXCEPTIONS; DEFINITION

A. A principal, designated lobbyist, authorized lobbyist, lobbyist for compensation, public body, designated public lobbyist or authorized public lobbyist or any other person acting on that person's behalf shall not make an expenditure or single expenditure for entertainment for a state officer or state employee. A state officer or state employee shall not accept an expenditure or single expenditure for entertainment from a principal, designated lobbyist, authorized lobbyist, lobbyist for compensation, public body, designated public lobbyist or authorized public lobbyist or any other person acting on that person's behalf.

B. A person who for compensation attempts to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor, or the passage or defeat of legislation, ordinances, rules, regulations, nominations and other matters that are pending or proposed or that are subject to formal approval by the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board or any person acting on that person's behalf shall not make an expenditure or single expenditure for entertainment for an elected or appointed member of the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board. An elected or appointed member of the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board shall not accept an expenditure or single expenditure for

entertainment from a person who for compensation attempts to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor, or the passage or defeat of legislation, ordinances, rules, regulations, nominations and other matters that are pending or proposed or that are subject to formal approval by the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board.

C. This section shall not apply to:

1. Entertainment in connection with a special event properly reported pursuant to this article.

2. Entertainment that is incidental to a speaking engagement.

3. The following persons while attending or participating in any sporting or cultural event or activity, sponsored by the board, district or institution, in a facility that is owned or operated by the board, district or institution:

(a) Employees of a school district governing board.

(b) Employees of a community college district governing board.

(c) Employees of any institution under the jurisdiction of the Arizona board of regents.

D. The provisions of this article that define special events for legislators apply to special events for members of the Arizona board of regents.

§ 41-1233. PROHIBITED ACTS

No person shall:

1. Retain or employ another person to promote or oppose legislation for compensation contingent in whole or in part on the passage or defeat of any legislation, or the approval or veto of any legislation by the governor, and no person shall accept employment or render service for compensation on a contingent basis.

2. Lobby the legislature for compensation within one year after the person ceases to be a member of the senate or house of representatives.

3. In any manner improperly seek to influence the vote of any member of the legislature through communication with that member's employer.

4. Lobby the public body that employed the person in a capacity having a significant procurement role as defined in section 41-741 in the procurement of materials, services or construction within one year after the person ceases to be employed by the public body.

§ 41-1233.01. DISCLOSURE

A person who is registered pursuant to this article or who is a designated lobbyist, lobbyist for

compensation, authorized lobbyist, designated public lobbyist or authorized public lobbyist shall disclose that fact to:

1. Any legislator the person is lobbying for the first time or on any subsequent request of a legislator.

2. Any public official or employee of a public body that the person is lobbying for the procurement of materials, services or construction.

§ 41-1234.01. CONTRIBUTIONS PROHIBITED DURING SESSION; EXCEPTIONS

A. While registered under this article, a principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist shall not make or promise to make a campaign contribution to or solicit or promise to solicit campaign contributions for:

1. A member of the legislature when the legislature is in regular session.

2. The governor when the legislature is in regular session or when regular session legislation is pending executive approval or veto.

B. Subsection A only prohibits campaign contributions by principals, lobbyists, designated public lobbyists or authorized public lobbyists and the solicitation of campaign contributions by principals or lobbyists during any time that the legislature is in regular session but does not prohibit principals or lobbyists from raising monies for any other purpose during the regular session of the legislature.

§ 41-1235. SPURIOUS COMMUNICATIONS; CLASSIFICATION

Whoever shall transmit, utter or publish to the legislature, or to any member or members of the legislature, or any committee, officer or employee of either house of the legislature, or to any state officer, agency, board, commission or council any communication materially related to any matter within the jurisdiction of the legislature, or be a party to the preparation thereof, knowing such

communication or signature thereto is false, forged, counterfeit or fictitious shall be guilty of a class 2 misdemeanor.

§ 41-1236. REPORTS AND STATEMENTS UNDER OATH

All reports and statements required under this article shall be made under oath, before an officer authorized by law to administer oaths.

§ 41-1237. VIOLATION; CLASSIFICATION

A. Any person who knowingly violates any of the provisions of this article and any person who knowingly files any document provided for in this article that contains any materially false statement or material omission or any person who knowingly fails to comply with any material requirement of this article is guilty of a class 1 misdemeanor unless another classification is specifically prescribed in this article.

B. Any alleged violation of any provisions of this article may be investigated and prosecuted by the attorney general or by the county attorney of the county in which the alleged offense was committed.

§ 41-1237.01. COMPLIANCE ORDERS; INJUNCTIVE RELIEF; CIVIL PENALTIES

A. If the secretary of state has reasonable cause to believe that a person is violating any provision of this article, the secretary of state shall notify the attorney general and the attorney general may serve on the person an order requiring compliance with that provision. The order shall state with reasonable particularity the nature of the violation and shall require compliance within twenty days from the date of issuance of the order. The alleged violator has twenty days from the date of issuance of the order to request a hearing pursuant to chapter 6, article 10 of this title.

B. If a person does not request a hearing and fails to take corrective action within the time specified in the compliance order issued pursuant to subsection A of this section or if, after the hearing, the person fails to take corrective action in compliance with an order issued after the hearing within the time specified in the order, the attorney general shall issue an order assessing a civil penalty of not more than one thousand dollars. The person alleged to have violated the compliance order has thirty days from the date of issuance of the

order assessing the civil penalty to request a hearing pursuant to chapter 6, article 10 of this title.

C. Except as provided in section 41-1092.08, subsection H, any party aggrieved by a final order or decision of the attorney general may appeal to the superior court pursuant to title 12, chapter 7, article 6.

§ 41-1238. LIMITATIONS

No provision of this article shall be construed, interpreted or enforced so as to limit, impair, abridge or destroy any person's right of freedom of expression and participation in government processes, or freedom of the press.

§ 41-1239. DUTIES OF SECRETARY OF STATE

A. The secretary of state shall:

1. Prescribe and publish the registration and registration amendment forms and the annual and quarterly expenditure forms, handbooks and rules necessary to carry out the provisions of this article.

2. Refer to the attorney general or county attorney for investigation any matter which the secretary of state has reason to believe constitutes a violation of any of the provisions of this article.

3. Provide for the cross-referencing of the registration required by sections 41-1232 and 41-1232.01 so that each lobbyist authorized by a principal pursuant to section 41-1232, subsection A and each public lobbyist authorized by a public body pursuant to section 41-1232.01, subsection A shall be identified with such principal.

4. Advise incumbents and nonincumbent candidates regarding campaign finance laws and public officer reporting and disclosure laws. At the request of the person asking for advice, the secretary of state shall log the request and the response.

5. Compile and issue an annual report of all expenditures reported by principals, public bodies, lobbyists and public lobbyists. The annual report shall accurately summarize all expenditures for lobbying but shall not double report expenditures by a lobbyist that were reimbursed and reported by a principal or public body. The report

shall list the name of each principal or public body along with the name of each lobbyist or public lobbyist that is listed on the principal's registration statement.

B. The secretary of state may adopt rules regarding initiative, referendum and recall. Rules adopted pursuant to this subsection apply to statewide and county initiatives, referenda and recalls.



Arizona Secretary of State
1700 W. Washington Street, Fl. 7
Phoenix, Arizona 85007-2808

TO:

LOBBYISTS MADE EZ

HANDBOOK For Lobbying and
Lobbyists in Arizona

LOBBYIST HANDBOOK
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