



# Kodiak Island Borough

Office of the Borough Clerk

710 Mill Bay Road

Kodiak, Alaska 99615

Phone (907) 486-9310 Fax (907) 486-9391

[clerks@kodiakak.us](mailto:clerks@kodiakak.us) / [www.kodiakak.us](http://www.kodiakak.us)

## DECLARATION OF WRITE-IN CANDIDACY— MAYOR, ASSEMBLY, AND SCHOOL BOARD

Write-In Candidate's Full Name

Residence Address - Street (If more than one in the last year use the space provided on page 2 of this form.)

Mailing Address - Street

City, State, Zip Code

City, State, Zip Code

Home Phone

Cell Phone

Work Phone

Email Address

I hereby declare my candidacy for the office of (choose only one) in the October \_\_\_\_\_, 20\_\_\_\_\_, Regular Borough Election:

Borough Mayor - 3-year term

Assembly Member - 3-year term

School Board Member - 3-year term

I am requesting voters to write my name as follows:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name MI Nickname and/or suffix

### CERTIFICATION

I certify, under penalty of perjury, that the information provide on this Letter of Intent is true and accurate. I do hereby swear (affirm) that:

- I am a qualified voter of the State of Alaska and the Kodiak Island Borough as set forth in KIBC 7.20.020;
- I have been a resident of the borough for one year at the time of filing;
- I meet, or shall meet, as required by the law, the specific requirements of the office I am seeking as of the date of election;
- Will serve this office if elected;
- I am not a candidate for any other office to be voted in this year's regular election; and
- I will comply with AS 39.50, Public Financial Disclosure and AS 15.13, Election Campaign Laws.

STATE OF ALASKA )  
Third Judicial District )

Write-in Candidate's Signature/Date

ACKNOWLEDGED this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

Notary Public in and for Alaska.  
Commission expires: \_\_\_\_\_

If you have had more than one residence address in the previous year provide them in the space below:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip Code

**For Office Use Only:**

Date and Hour of Filing:

ID Verified :

District/Precinct: \_\_\_\_\_

Registration Address:  OK

Borough Resident 1 year:  yes  no

Service Area Resident 30 days:  yes  no

POFD Confirmation: Attached  On File

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Alaska Public Offices Commission  
**FILING GUIDE for MUNICIPAL CANDIDATES**

There are two distinct APOC filing requirements for municipal candidates:  
**The Public Official Financial Disclosure and Candidate Campaign Disclosure.**

APOC requirements vary by municipality, check with your clerk to verify which filing requirements apply to you.

**1. Public Official Financial Disclosure**

- a. POFD Guide (basics about POFD requirements)
- b. POFD Electronic Filing Guide (first time how-to)
- c. POFD Electronic Copy Guide (easier filing for return users)

**POFD FAQs**

**Q:** Can I file a paper POFD?

**A:** Only if you are a municipal officer serving in a municipality with a population of less than 15,000. However; please consider that there are many more benefits to filing electronically.

**Q:** If I am a municipal officer serving in a municipality with a population of less than 15,000, where can I get a paper POFD?

**A:** Your municipal clerk.

**Q:** When do I have to file my POFD?

**A:** At the time of filing a declaration of candidacy or nominating petition. Also, check with your clerk about municipal filing requirements.

**2. Candidate Campaign Disclosure**

- d. 2016 Municipal Elections (form and requirement guide for candidates)
- e. Table of Alaska Campaign Annual Contribution Limits – AS 15.13
- f. Municipal Exemption Form

**Candidate FAQs**

**Q:** What are my initial registration requirements?

**A:** All municipal candidates must file either a **Municipal Exemption Statement** or **Candidate Registration**.

**Q:** What is the difference between a Municipal Exemption Statement and Candidate Registration?

**A:** The **Municipal Exemption Statement** is filed by candidates who intend to have less than \$5,000 in campaign activity. Exempt candidates do not file campaign disclosure reports, but they are required to abide by all of Alaska's campaign disclosure laws and lose exemption status if they exceed \$5,000 in financial activity.

The **Candidate Registration** is filed by candidates who intend to have more than \$5,000 in campaign activity. Registered candidates must file periodic campaign disclosure reports disclosing their campaign's financial activity. Failure to timely file results in civil penalties of \$50 to \$500 for each day a report is late.

**If you have questions about your requirements please call the**

**Anchorage APOC Office:**

Phone: (907) 276-4176

Fax: (907)276-7018

Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

Website: [doa.alaska.gov/apoc](http://doa.alaska.gov/apoc)

## **POFD Guide—Basic requirements for a POFD**

### **Who is required to file?**

If you are a candidate or municipal officer in a municipality that requires a POFD you must file one. Candidates should file when they filing a nominating petition or declaration of candidacy. Municipal officers should file an initial POFD within 30 days of assuming their duties, then every year on or before March 15, and then within 90 days of leaving office.

### **How do I file?**

You can file electronically using MyAlaska or, if you are in a municipality with a population of under 15,000, you may file using a paper form. Please see your municipal clerk for a paper form. Filing electronically will help you make future filings considerably easier.

### **If I file a candidate POFD do I still have to file an initial POFD even though they will contain the same information?**

Yes, you must file two POFDs in this case, that is the statutory requirement. If you have filed electronically all you need to do is copy the information from your candidate POFD to an initial POFD and resubmit the form.

### **What are the basic requirements for the information needed on the report?**

The best thing to do is to read the instructions on the form. Doing so will answer the vast majority of your questions.

The short answer is any income that totaled over \$1,000 during the previous calendar year, and the source of that income, should be reported whether you worked full or part time; income from dividends such as the PFD or any Native Corporation dividends should be reported; your ownership of any property; any stocks or retirement accounts you own, trust funds, and income from rental properties should also be reported. All the same information that applies to you the filer also applies to your spouse and any dependent children living with you.

Again, read the instructions of the form.

### **What if I want an exemption?**

There are two regulations that are useful for you to read and are available on line. See 2 AAC 50.775 the regulation that explains what you may request an exemption for and how to do it. You should also see 2 AAC 50.821 regarding exemptions. Be aware that you must file the request for exemption before any report is due.

# Creating an electronic POFD

It helps to have any financial documents you may need with you before starting the form. For instance, information regarding income, property, and other assets would be helpful.

## 1. Go to MyAlaska and sign in



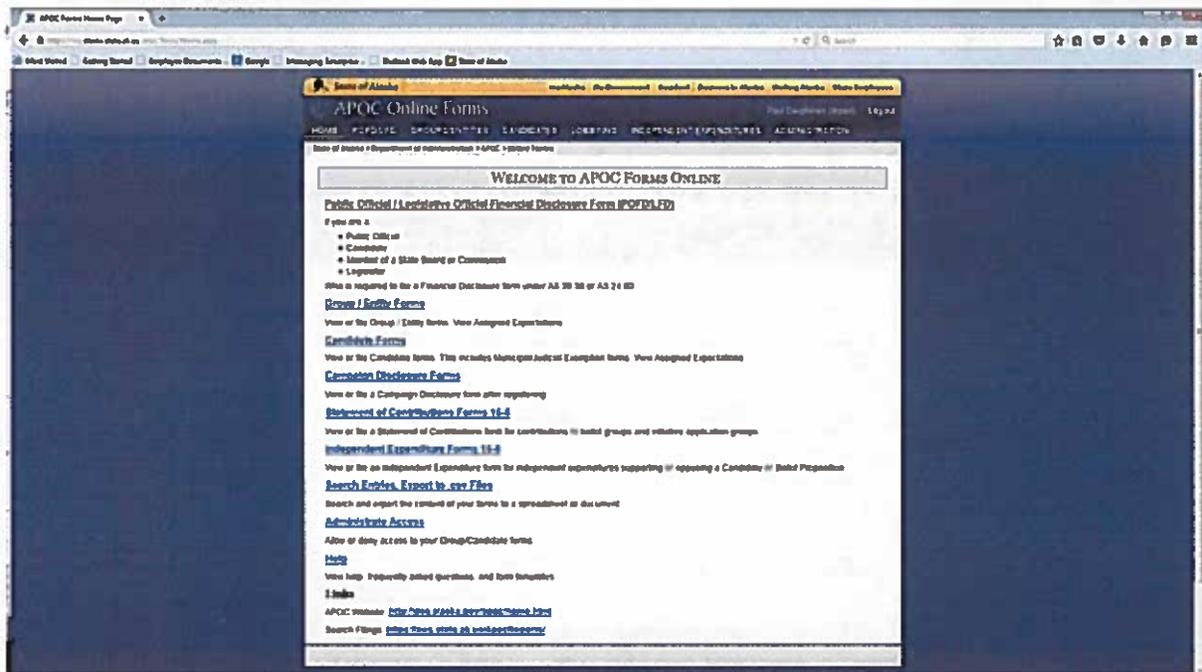
## 2. After signing in Select View Your Services



3. After selecting view your services select **APOC - Disclosure Forms**



4. Then select **Public Official/Legislative Official Financial Disclosure Form (POFD/LFD)**



5. Then click on the red Start New Form button

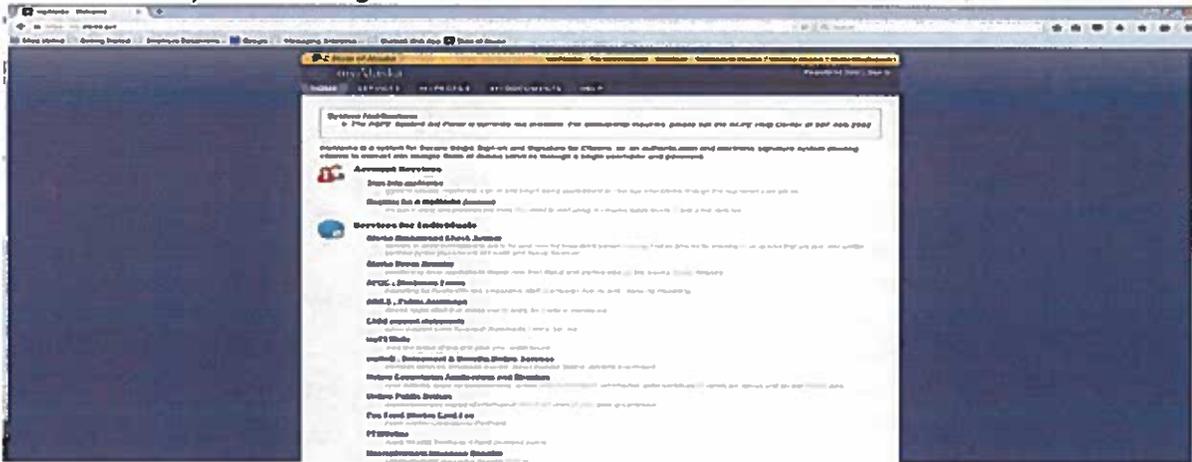
6. Please read the instructions and select **Start** in the bottom right corner.

Once you start you do not need to complete the form in one sitting; you may save it and resume your filing later.

Contact APOC if you have questions about completing the form or filing requirements.  
(907) 276-4176

# INSTRUCTIONS FOR COPYING YOUR POFD in MyAlaska

## 1. Go to My Alaska and sign in



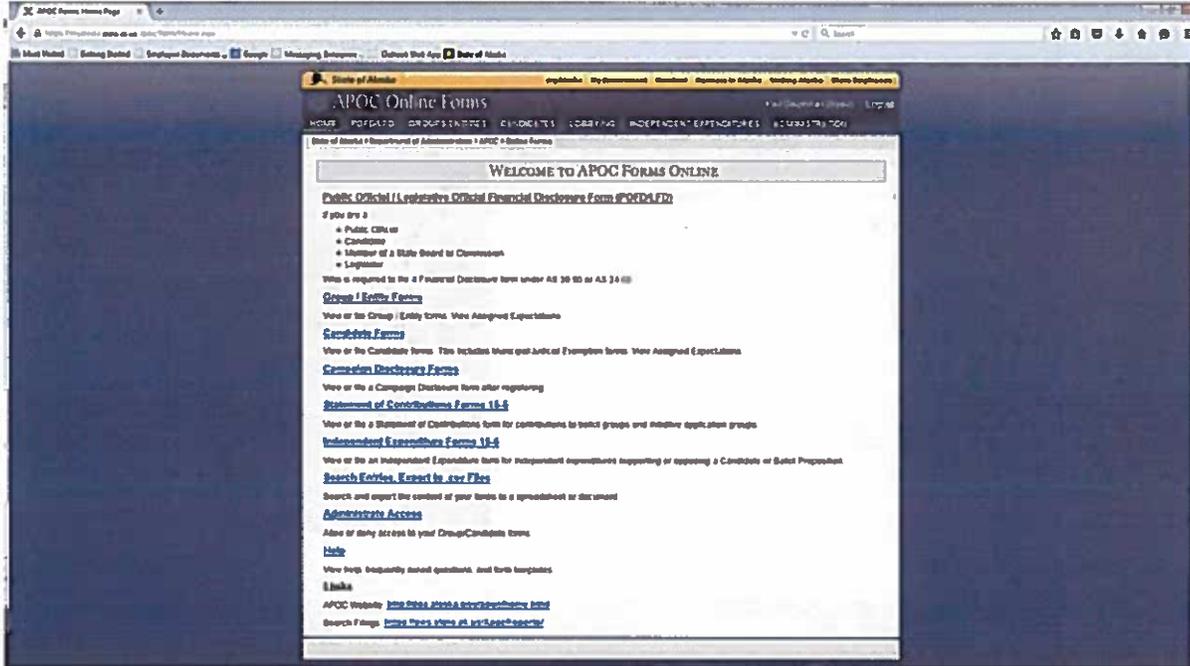
## 2. View Your Services (SELECT THIS)



## 3. APOC – Disclosure Forms (SELECT THIS)



4. Public Official/Legislative Official Financial Disclosure Form (POFD/LFD) (SELECT THIS)



5. You should see your POFD(S). To the right under Action you should see Copy (SELECT THIS) (In this example "Copy" is not there since this is not a real POFD)



6. Make changes as necessary, ensure your POFD is accurate, and SUBMIT.

NOTE: Your REPORT YEAR is the year you are required to SUBMIT the document.



## Alaska Public Offices Commission MUNICIPAL ELECTIONS

Please read this document carefully for important information about starting your campaign.

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc) for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), candidates must file all forms and reports electronically through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

### FORMS TO GET STARTED

**Letter of Intent:** Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

**The Declaration of Candidacy:** Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

**Public Official Financial Disclosure Statement:** Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

**Candidate Registration:** Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

**Municipal Exemption Statement:** May be filed by *municipal* candidates that do not intend to exceed \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, this is the only form they are required to file with APOC. Although exempt candidates do not file campaign disclosure reports, they are still subject to the laws that apply to candidates, including the requirement that ads, yard signs, and other campaign materials include "paid for by" identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see page 2).

**Candidate Reimbursement Notification:** If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

### **CAMPAIGN DISCLOSURE REPORTS**

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate's activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1, they will begin with a **Year Start Report**, due February 15. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

### **OTHER START UP CONSIDERATIONS**

**Only** the candidate, a registered treasurer or a registered deputy treasurer may spend money on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate.

If a registered treasurer or deputy treasurer uses personal funds to make a purchase on behalf of the campaign, it is a personal non-monetary contribution to the campaign (against their individual \$500 contribution limit) **unless** it is (1) \$500 or less **and** (2) it is reimbursed within the same reporting cycle.

### **PAID FOR BY IDENTIFIERS**

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

**“paid for by” followed by the name and address of the candidate**

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

**“This communication was paid for by (candidate’s name only)”**

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

## **CIVIL PENALTIES**

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

*Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!*

## **CONTACT INFORMATION**

<b>Anchorage Office</b>	<b>Juneau Office</b>
2221 East Northern Lights Blvd., #128 Anchorage, AK 99508 Phone: (907) 276-4176 Toll Free: (800) 478-4176 Fax: (907) 276-7018	P.O. Box 110222 240 Main Street, #500 Juneau, AK 99811-0222 Phone: (907) 465-4864 Toll Free: (866) 465-4864 Fax: (907) 465-4832

Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
Information Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)  
File Forms and Reports at: <https://my.alaska.gov/>

## Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	\$500	\$500	\$5,000	Unlimited
Individual (non-resident)	\$500 if candidate has not exceeded aggregate limit below: Municipal/House \$3,000 Senate \$5,000 Gov./Lt. Gov. \$20,000	\$500 if group has not exceeded aggregate limit of 10% of its total contributions.	\$5,000 if party has not exceeded aggregate limit of 10% of its total contributions.	Unlimited
Corporations, Business Organizations, Unions	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Unlimited
Group (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Group (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(f).	\$1,000 Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(f).	Unlimited
Nongroup Entity (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Nongroup Entity (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(h).	\$1,000 Must first register with APOC; 90% of its contributions must be from Alaska residents, and must otherwise comply with AS 15.13. See AS 15.13.072(h).	Unlimited
Political Party	Municipal \$5,000 House \$10,000 Senate \$15,000 Lt. Gov./Gov. \$100,000	\$1,000	Unlimited	Unlimited
Foreign Nationals	<b>Prohibited</b> Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.

Revised March 16, 2011

**ALASKA PUBLIC OFFICES COMMISSION**



**ANCHORAGE**  
 2221 E. Northern Lights, Room 128  
 Anchorage, AK 99508-4149  
 Phone: (907) 276-4176 or  
 Toll free: (800) 478-4176  
 Fax: (907) 276-7018

Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
 Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

**JUNEAU**  
 240 Main St. #500  
 PO Box 110222  
 Juneau, AK 99811  
 Phone: (907) 465-4864  
 Fax: (907) 465-4832

**MUNICIPAL EXEMPTION  
 STATEMENT**

Municipal candidates that do not intend to raise/spend more than \$5,000, including their personal funds, may file a Municipal Exemption Form. Exempt candidates are not required to file campaign disclosure reports during their campaign. If an exempt candidate exceeds \$5,000 in financial activity they must immediately file a Candidate Registration and file each report due after the change in status, disclosing all activity from the beginning of the campaign on their first report.

AS 15.13.040(g); 2 AAC 50.286.

Please note that unless a candidate meets the specific criteria found in AS 15.13.040(m)(1), they are required to file all forms and reports electronically, through the APOC Forms Online Filing System (<https://my.alaska.gov/>).

A candidate's use of corporate, state, or municipal resources (i.e., office phone/address, equipment, staff time, etc.) for campaign purposes is prohibited. AS 15.13.074(f); AS 15.13.145

CANDIDATE NAME: \_\_\_\_\_

CAMPAIGN ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CAMPAIGN PHONE: \_\_\_\_\_ CAMPAIGN EMAIL: \_\_\_\_\_

Election Month and Year:	Office / Race: (Optional)
Municipality / Borough:	District / Seat: (Optional)

**Certification: I certify that the information contained in the foregoing document is true, complete, and correct.**

<b>I do not intend to raise/spend more than \$5,000 (including personal money) during my entire campaign for municipal office.</b>	Signature	Date
	Printed name	

**NOTICE:** Candidates who loan personal funds to their campaign with the intent to repay themselves after the election may only do so if they file a Candidate Reimbursement Form within 5 days of putting personal funds into their campaign. If the campaign is able to repay the candidate's personal funds within 72 hours they may do so, and they do not need to file the Reimbursement Form. AS 15.13.078(b); AS 15.13.116(a)(4); 2 AAC 50.990(7)(c)(x)

# ALASKA PUBLIC OFFICES COMMISSION



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**JUNEAU**  
 240 Main St. #500  
 PO Box 110222  
 Juneau, AK 99811  
 Phone: (907) 465-4864  
 Fax: (907) 465-4832

## MUNICIPAL CANDIDATE REGISTRATION

Unless an exemption statement is filed, municipal candidates must file a Candidate Registration within 7 days of filing a declaration of candidacy or nominating petition with the clerk's office. The registration provides contact information and designates campaign officers. Only registered campaign officers are permitted to accept/spend contributions on behalf of the campaign, or be reimbursed. Registered candidates must file campaign disclosure reports for the duration of their campaign.

AS 15.13.060; 2 AAC 50.282; 2 AAC 50.298.

Please note that unless a candidate meets the specific criteria found in AS 15.13.040(m)(1), they are required to file all forms and reports electronically, through the APOC Forms Online Filing System (<https://my.alaska.gov/>).

A candidate's use of corporate, state, or municipal resources (i.e., office phone/address, equipment, staff time, etc.) for campaign purposes is prohibited. AS 15.13.074(f); AS 15.13.145

Candidate Name:	Campaign Committee Name: (Optional)
Election Month and Year:	Municipality / Borough:
Campaign Mailing Address:	Campaign Email:
Campaign Phone:	Additional Email:
Campaign Depository: (DO NOT list account number)	Campaign Depository Address:

Treasurer Name:	Treasurer Phone:
Treasurer Mailing Address:	Treasurer Email:
Deputy Treasurer(s): _____ _____ _____	Address(s): _____ _____ _____

I certify that the information contained in the foregoing document is true, complete, and correct.	Signature	Date
	Printed name	

NOTICE: Candidates who loan personal funds to their campaign with the intent to repay themselves after the election may only do so if they file a Candidate Reimbursement Form within 5 days of putting personal funds into their campaign. If the campaign is able to repay the candidate's personal funds within 72 hours they may do so, and they do not need to file the Reimbursement Form. AS 15.13.078(b); AS 15.13.116(a)(4); 2 AAC 50.990(7)(e)(x)