

STAY INFORMED

- Campaign Updates contain important information. Please take time to review prior updates [here](#).
- Seattle Municipal Code and Commission Rules are posted on a single page for your reference:
 - [Rules and Procedures](#) - Scroll down to "Elections Code"

COLLECTING CAMPAIGN REPLACEMENT FORMS

Take a moment to review Rule 16 I and J to ensure you remain in compliance.

- [I. Authorizing Candidates' Official Campaign Websites to Host Democracy Voucher Replacement Forms](#)
- [J. Regulating the Collection of Democracy Voucher Replacement Forms](#)

A few reminders:

- You may have two paid staff who collect Campaign Replacement Forms (CRF) while performing other campaign duties.
- Whether collecting CRFs using paper or a mobile device, all existing regulations for in-person CRF collection and documentation apply.
- An electronic version of the CRF is only allowed to be hosted on the official campaign website, so your mobile device needs to point to the campaign website's CRF. You may not share the actual CRF in a post or email.
- Documentation must be complete. Here is an example of complete collector documentation for in-person CRFs whether collected on paper or a mobile device:

Print Campaign Representative Name:	Jo Smith
Campaign Representative Signature:	
Collection Address or Location:	Ballard Farmers Market
Collection Date / Time:	5/9 1pm

- If you are processing CRFs that have been passively collected (not collected in person) from the official campaign website.

Print Campaign Representative Name:	Angie Smith
Campaign Representative Signature:	
Collection Address or Location:	"online" or "office"
Collection Date / Time:	

WHAT YOU CAN COLLECT AND WHO CAN YOU COLLECT FROM

- Democracy Vouchers and Campaign Replacement Forms - Only District 5 residents.
- Qualifying Contributions and Signatures - Only from Seattle residents, half of each must come from within District 5.
- Monetary Donations - Do not need to come from within District 5 or from within the city.

REQUEST THE SEATTLE VOTER FILE

We have a new voter file! Visit us [here](#) to request voter file directly from our office.

You will use this file to ensure the Campaign Replacement Forms you submit to us have a Seattle Voter ID on them as well as to assist in your qualifying reporting.

REGISTER YOUR CAMPAIGN REPRESENTATIVES

Campaign Representatives are individuals who collect Democracy Vouchers and CRF on your behalf. There is no limit to the number you may have. Campaign Representatives are not the same as paid collectors.

TRAVEL

When reporting payments for campaign-related travel expenses incurred by the candidate or a campaign worker, report the

- date of the payment
- the vendor or recipient's name
- the traveler's name in the description field
- the purpose of the expenditure (eg. travel date, location, event) and
- the amount spent

For travel expenditures that are \$200 or less in the aggregate during the reporting period, report the amount spent and keep a log of the details listed above. We do not recommend campaigns report the purchase of fuel as a campaign expense unless the fuel is for a vehicle that is used only for the campaign.

HOW TO FIND YOUR DISTRICT

You may consider posting this link to your campaign website or otherwise share with your networks.

[Find my district - King County, Washington](#)

CAMPAIGN DISCLOSURE AUDIT

New this year, the SEEC will contact campaigns for a mini audit in April or May or within a month of the start of your campaign. This will be in addition to the audit conducted during the week before the Primary and General.