San Francisco Ethics Commission

FORM 3: CAMPAIGN CONSULTANT QUARTERLY REPORT

INSTRUCTIONS: This form, which contains eight (8) parts, must be filed every quarter until the filer terminates his/her status as a campaign consultant. Quarterly reports are due as follows:

Reporting Period	Due Date
December 1 - February 28	March 15
March 1 - May 31	June 15
June 1 - August 31	September 15
September 1 - November 30	December 15

NOTE: If the filer engaged in no reportable activity during the reporting period, the filer may indicate this fact on the Campaign Consultant Cover Sheet. If so, the filer is not required to file a Form 3 for that reporting period.

PART I – CAMPAIGN CONSULTANT INFORMATION

Name of Filer: ____

Business Telephone: (________) _______________________ **Registration Number:** ___________________

Business Address:

____
Number Street City State Zip Code

____
Email Address

PART II – DISCLOSURE OF CLIENTS; REPORT OF PAYMENTS PROMISED BY OR RECEIVED FROM CLIENTS

A. TOTAL ECONOMIC CONSIDERATION PROMISED BY OR RECEIVED FROM ALL CLIENTS

Report the total economic consideration, promised to or actually received by the filer from all clients during the reporting period: $_______________

(Sec. 1.515(e)(2); Manual at p. 6.)

B. ECONOMIC CONSIDERATION PROMISED BY OR RECEIVED FROM EACH CLIENT

Report the name of each client and the total economic consideration, including payments, fees, commissions, reimbursements for expenses, gifts, or anything else of value promised by or received from the client in exchange for campaign consulting services during the reporting period. If the amount of economic consideration promised or received is $499 or less, the name of the client must still be reported.

Name of Client: ________________________________ **Telephone:** (________)__________________

Address:

____

Number Street City State Zip Code

The total economic consideration *promised* by the client for campaign consulting services during the reporting period, provided the total is $500 or more: $ _____________

The total economic consideration *received* from the client for campaign consulting services during the reporting period, provided the total is $500 or more: $ _____________

If this payment was previously reported as a payment promised by (but not actually received from) the client, the promised payment was reported on a disclosure statement filed on the following date: / /

Describe in detail the services performed for which this payment was promised or received:

____

____

____

If you are reporting economic consideration promised or received from more than one client, please make copies of this page 2, fill in the information, and attach the additional sheets.

(See Sec.1.515(a)(6) & (7); Manual at p. 6.)

PART III – POLITICAL CONTRIBUTIONS

A. TOTAL POLITICAL CONTRIBUTIONS

Report the cumulative total amount of all political contributions made or delivered by the filer, or made by a client at the filer's behest, or for which the filer served as an agent or intermediary, during reporting period, provided that the cumulative total is $500 or more: $________________

If the cumulative total of all political contributions is less than $500, check this box: ☐

(See Sec. 1.515(e)(4); Manual at p. 7.)

B. POLITICAL CONTRIBUTIONS OF $100 OR MORE

1. MADE OR DELIVERED BY FILER

For each political contribution of $100 or more made or delivered by the filer, or for which the filer served as an agent or intermediary, during the reporting period, in support of or in opposition to local candidates or measures, report the following:

Amount of the contribution: $________________

Name of the City officer or candidate for City elective office for whom the contribution was made, or the measure for or against which the contribution was made:

____

____

If the contribution was made to a committee, identify the name of the committee:

____

____

If the filer made the contribution as an agent or intermediary, report the name and business address of the individual or entity that was the true source of the contribution:

____

Name Street City State Zip Code

2. MADE OR DELIVERED BY CLIENT OF FILER

For each political contribution of $100 or more made by a client of the filer at the filer's behest during reporting period, in support of or in opposition to local candidates or measures, report the following:

Name of Client: ____

Amount of the contribution: $_______________

Name of the City officer or candidate for City elective office for or against whom the contribution was made, or the measure for or against which the contribution was made:

____

____

If the contribution was made to a committee, identify the name of the committee:

____

____

(See Sec. 1.515(e)(4); Manual at p. 7.)

☐ If additional space is required, check here and attach additional sheets.

PART IV – GIFTS TO LOCAL OFFICEHOLDERS:

A. GIFTS PROMISED BY FILER

For any gifts *promised* by the filer to a local officeholder during the reporting period which in the aggregate total $50 or more, report the following:

Amount of gift: $____________

Date of gift: / /

Name and official title of the beneficiary of the gift:

____

First Last Title Department

Description of the gift:

____

____

(See Sec. 1.515(e)(5); Manual at pp. 7-8.)

B. GIFTS MADE BY FILER

For any gifts *actually made* by the filer to a local officeholder during the reporting period which in the aggregate total $50 or more, report the following:

Amount of gift: $ ____________

Date of gift: / /

Name and official title of the beneficiary of the gift:

____

First Last Title Department

Description of the gift:

____

____

(See Sec. 1.515(e)(5); Manual at pp. 7-8.)

☐ If additional space is required, check here and attach additional sheets.

PART V – PAYMENTS PROMISED BY OR RECEIVED FROM VENDORS OR SUBVENDORS

A. TOTAL ECONOMIC CONSIDERATION PROMISED BY OR RECEIVED FROM ALL VENDORS/SUBVENDORS

Report the total economic consideration, including payments, fees, commissions, reimbursements for expenses, gifts, or anything else of value promised to or received by the filer during the reporting period from all vendors or subvendors: $_____________

B. ECONOMIC CONSIDERATION PROMISED BY OR RECEIVED FROM EACH VENDOR/SUBVENDOR

Report the name of each vendor or subvendor and the total economic consideration, including payments, fees, commissions, reimbursements for expenses, gifts, or anything else of value promised by or received from the vendor or subvendor during the reporting period.

Name of Vendor/Subvendor: _______________________________ Telephone: (____) _____________

Address:

____

Number Street City State Zip Code

The total economic consideration *promised* by the vendor during the reporting period: $___________

The total economic consideration *received* from the vendor during the reporting period: $__________

If this payment was previously reported as a payment promised by (but not actually received from) the vendor, the promised payment was reported on a disclosure statement filed on the following date: / /

(See Sec. 1.515(e)(6); Manual at p. 8.)

☐ If additional space is required, check here and attach additional sheets.

PART VI – EMPLOYMENT OF LOCAL OFFICEHOLDERS AND CITY EMPLOYEES

A. OFFICEHOLDER/EMPLOYEE EMPLOYED BY FILER

Report the name of each local officeholder or City employee employed by the filer during the reporting period:

____

First Last Title Department

Describe with a high degree of specificity the nature of services provided by each local officeholder or City employee to the filer:

____

____

B. OFFICEHOLDER/EMPLOYEE EMPLOYED BY CLIENT OF FILER AT THE FILER'S BEHEST

If the officeholder or employee is employed by a client of the filer at the filer's behest, report the following:

Name of Client: **Telephone: (   )**

Business Address:

____

Number Street City State Zip Code

Name, title and department of Local Officeholder/City Employee:

____

Describe with a high degree of specificity the nature of services provided by each local officeholder or City employee to the client of the filer:

____

____

____

(See Sec. 1.515(e)(7); Manual at p. 8.)

☐ If additional space is required, check here and attach additional sheets.

PART VII – DISCLOSURE OF CITY CONTRACTS

Report each City contract obtained by the filer during the reporting period, provided that the contract is approved by a local officeholder who is a current client of the filer:

Describe with a high degree of specificity the nature of the City contract:

____

____

____

Date City contract was obtained: / /

Amount of Contribution: $____________

City Department and Name of City officer who approved contract and who is a current client of the filer:

____

(See Sec. 1.515(e)(8); Manual at p. 8.)

PART VIII – DISCLOSURE OF CITY APPOINTMENTS

Report each appointment to public office received by the filer during the reporting period, provided that the appointment is made by a local officeholder who is a current client of the filer:

Describe in detail the public office to which the filer was appointed:

____

____

____

Date of appointment: / /

Name and title of City officer who is a current client of the filer and who appointed filer:

____

____

(See Sec. 1.515(e)(9); Manual at p. 9.)

☐ If additional space is required, check here and attach additional sheets.