

Do You Need to Register?

Take the Self-Test below to determine if you or your organization needs to register with LAUSD's Lobbying Disclosure Program.

1 Do you or others in your organization do the following: *(please check all that apply)*

- Attend or arrange meetings with LAUSD officials in person or over the phone;
- Draft recommendations for LAUSD officials to consider;
- Give gifts, meals, event tickets or other benefits to LAUSD officials;
- Introduce or market your organization's products or services to LAUSD officials;
- Provide advice or recommend a strategy to a client on LAUSD matters;
- Seek support or opposition from a third party (e.g. the public) on LAUSD matters;
- Send letters or write emails to LAUSD officials in order to influence their decision-making; or
- Take any action to influence purchasing, contracting, policy, or other decisions under consideration by LAUSD officials? *(Outside of the service requirements of a contract or written agreement with LAUSD and outside of a specific LAUSD-issued bid process)*

You checked one or more boxes.)

YES

➤ Stay Informed! – Keep updated about the Lobbying Policy & Program by visiting our site for more info.

2 Does your organization perform these activities in-house (i.e. with internal staff) on its own behalf?

OR

Does a client pay your organization to conduct these activities on the client's behalf?

YES

YES

3 Will your organization spend over \$10,000 this year performing these activities?

Yes

Use the grid below to estimate the total amount of money your organization as a whole expects to spend during the entire calendar year (Jan 1—Dec 31) to conduct these activities

Item	Total
Salaries, wages, and commissions for the people who conduct these activities	\$
Copies, publications, and other materials	\$
Transportation and meals	\$
Gifts, meals, and benefits for LAUSD officials	\$
Media and advertisements	\$
Other expenses to support the selected activities	\$
Grand Total	\$

Register Now!

You or your organization appear to meet at least one registration trigger.

Visit <http://ethics.lausd.net/elfs> to access our training and to register.

Questions? Feel free to check our website for answers or call the Ethics Office at

- Track Your Spending! – Even if you don't hit the registration trigger now, you should keep mental track of your organization's spending, so you'll be ready to register when necessary.
- Get Disclosure Now! – See who is lobbying LAUSD for yourself by visiting our website and clicking on "Lobbying Disclosure."

Register before January 31, 2010, and receive an Early Bird Registration discount of \$100. To take advantage of this offer, write the Code "EBR10" in the memo section of your check.