



LAUSD Lobbying Disclosure Program
Electronic Filing System (ELFS)

RESPONSIBLE SENIOR OFFICER AGREEMENT

Your Lobbying Organization is accessing the Electronic Lobbying Filing System (ELFS) in accordance with the Los Angeles Unified School District's Lobbying Disclosure Code. You understand that the Lobbying Disclosure Code provides penalties for those who violate the Code by knowingly submitting false or misleading information. Before your Lobbying Organization can officially register with LAUSD's Lobbying Disclosure Program, you must complete, sign and send a copy (by mail or in person) of this agreement to the Ethics Office.

Your Responsibilities:

You agree to (please initial each line):

- _____ Adhere to all provisions of the Lobbying Disclosure Code;
- _____ Review online LAUSD Lobbying Disclosure Training before your Lobbying Organization registers;
- _____ Be held accountable for the accuracy of registration and disclosure materials that your Lobbying Organization certifies or submits;
- _____ Be held accountable for adherence to the Lobbying Disclosure Code by all members, employees, and/or representatives of your Lobbying Organization who engage in or support lobbying activities with regards to an LAUSD decision or action on your Lobbying Organization's behalf;
- _____ Provide, maintain, and repair your equipment and telecommunication lines required to enable registrations and disclosures to be submitted using ELFS and take necessary precautions to protect your equipment and software from computer viruses;
- _____ Ensure that your Lobbying Organization's disclosure status is amended as soon as any changes in activities or the status of Lobbying Representatives or the Lobbying Organization occur;
- _____ Ensure your Lobbying Organization's registration is renewed by the deadline each calendar year if your Lobbying Organization anticipates that it will meet the registration triggers in the new calendar year.

Failed Transmissions of Registrations

LAUSD is not liable for loss of data due to technical problems or system malfunctions.

In such instances, you agree that if a registration or disclosure submitted in electronic form is unreadable by the Lobbying Disclosure Program administrators or cannot be processed for any reason, the registration or disclosure will not be officially registered. In such circumstances, you agree that it is the responsibility of your Lobbying Organization to resubmit the registration or disclosure for review.

I hereby certify that I understand and agree to the above terms and conditions.

Name of Responsible Senior Officer

Title of Responsible Senior Officer, Organization Name

Signature of Responsible Senior Officer

Date

Email address