

ETHICS PANEL
200 East North Avenue
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
http://www.baltimorecityschools.org/school_board/ethics

LOBBYING ACTIVITY REPORT – DIRECTIONS

GENERAL INFORMATION

I. WHO MUST REPORT

Unless excepted under Board Policy BCA Sections III.E.2-3, every lobbyist must (i) register with the Ethics Panel (see Lobbying Registration Directions) and (ii) file an Activity Report for each reporting period during all or part of which the lobbyist was registered.

If you were registered during all or any part of a reporting period, you must file an Activity Report for that reporting period even if you did not engage in lobbying activities during the reporting period, received no compensation for lobbying activities during the reporting period, and incurred no expenses for lobbying activities during the reporting period.

If you engaged in lobbying for more than 1 person, you must file a separate Registration Statement and a separate Activity Report for each person.

II. WHEN AND WHERE TO REPORT

The Activity Report must be filed:

- (a) by July 31, one report concerning the lobbyist's lobbying activities covering the period beginning January 1 through June 30; and
- (b) by January 31, one report covering the period beginning July 1 through December 31; and/or
- (c) within 30 days after the filing of a Notice of Termination.

The Activity Report must be filed with

Baltimore City Public Schools
Ethics Panel
200 East North Avenue, Room 406
Baltimore, Maryland 21202
EthicsPanel@bcps.k12.md.us
410-396-8709

III. COORDINATION OF REPORTS

During each reporting period, one Activity Report should be used for each Registration Statement previously filed, even if different kinds of lobbying activities were performed under that one Statement. The Activity Report should cover all expenses incurred and compensation received in support of those lobbying activities. However, an expense or compensation item should be reported only once on the form.

If more than one lobbyist performed services for an employer or if a lobbyist and an employer are both reporting, they should coordinate their efforts to assure that (i) all compensation and expenses are reported, but that (ii) no expense or compensation item is reported on more than one form.

IV. BOOKS AND RECORDS

Every lobbyist is to obtain and preserve all accounts, bills, receipts, books, papers, documents, and other records necessary to complete and substantiate all reports, statements, or other items filed or required to be filed with the Ethics Panel.

All of these records must be (i) kept for at least 4 years from the date the report, statement, or other item was filed or required to be filed and (ii) made available for inspection by the Ethics Panel or the Board of School Commissioners, on request and reasonable notice.

V. PENALTIES AND SANCTIONS

Any person or organization found in violation of the lobbying provisions of Board Policy BCA shall be publicly identified and subject to other penalties as provided by law.

DIRECTIONS FOR COMPLETING STATEMENT

PART I. IDENTIFICATION AND REGISTRATION INFORMATION

Part I requires the same general information as that given on the Registration Statement. Its purpose is to bring that information current. When completing this Part I, make sure the information given conforms to that on your Registration Statement. Explain all changes or other differences.

Item I-A. Identification of Registrant/Lobbyist

Complete all blanks. Make sure that this information accurately reflects (or brings current) the information given in Part A of your Registration Statement. Explain any differences.

Item I-B. Identification of Principal(s) for Whom Registrant/Lobbyist is Acting

Complete all blanks. Make sure that this information accurately reflects (or brings current) the information given in Part B of your Registration Statement. Explain any differences.

Item I-C. Registration Information

Complete all blanks. Make sure that this information accurately reflects (or brings current) the information given in Part C of your Registration Statement. Explain any differences.

Item I-D. Employer/Principal's Exemption Status

Complete all blanks. If your employer/principal's exemption status has changed from that reported in Part D of your Registration Statement, explain the change.

PART II. COMPENSATION AND EXPENSES

In Part II, you must report all expenses incurred and all compensation received during the reporting period for all lobbying and certain related activities.

If the employer or other principal is entitled to a reporting exemption, you must report all of that principal's expenses in support of the lobbying activity. Consult with your employer or other principal before submitting this Report to assure accuracy and completeness.

Item II-A. Meals and Beverages

State the total expenses incurred, whether or not expended in connection with lobbying activities, for meals and beverages provided to officials or employees of the Board of School Commissioners or their family members.

You must also list, in the spaces indicated, the name of each official, employee, or family member who benefitted from this expense.

Meals and beverages provided as part of an event otherwise reported in Item II-B {"Special Events"} or Item II-C {"Tickets or Free Admission"} should be reported in this Item II-A. Expenses incurred for a lobbyist's own meals should be reported in Item II-L {"Other Expenses"}.

Item II-B. Special Events

State the total expenses incurred, whether or not expended in connection with lobbying activities, for special events (including parties, dinners, athletic events, entertainment, and other functions) to which officials or employees of the Board of School Commissioners or their family members were invited.

You must also list, in the spaces indicated, (i) the date and location of each event, and (ii) your aggregate expense for that event.

Meals and beverages provided officials, employees, or family members who attended should be reported in Item II-A {"Meals and Beverages"} and not here.

Item II-C. Tickets or Free Admission

State the total expenses incurred, whether or not expended in connection with lobbying activities, for tickets or free admission for members of the Board of School Commissioners to attend a professional or intercollegiate sporting event or a charitable, cultural, or political event.

You must also list, in the spaces indicated, (i) the date and location of each event, and (ii) your aggregate expense for that event.

Meals and beverages provided these members of the Board of School Commissioners should be reported in Item II-A {"Meals and Beverages"} and not here.

Item II-D. Food, Lodging, etc., for Meetings

State the total expenses incurred, whether or not expended in connection with lobbying activities, for food, lodging, or entertainment of officials or employees of the Board of School Commissioners or their family members while attending a meeting.

You must also list, in the spaces indicated, (i) the date and location of each event, and (ii) your aggregate expense for that event, and (iii) the name of each official, employee, or family member for the benefit of whom more than \$200 was expended.

Item II-E. Gifts

State the total expenses incurred, whether or not expended in connection with lobbying activities, for all gifts (other than those reported in Items II-A through II-D) made to, or for the benefit of, officials or employees of the Board of School Commissioners or their family members.

Insert Subtotal of Items II-A through II-E in Space Provided

Item II-F. Lobbyist Compensation

State the total compensation paid or to be paid to the lobbyist for lobbying activities performed during the reporting period. Do not include reimbursement for expenses reported elsewhere in Part II.

If the lobbying activities described in Part II are only a portion of the services for which an employer compensated the lobbyist, state the prorated amount (based on time spent) for lobbying activities and check the line indicating proration.

Item II-G. Staff Compensation

State the total expenses incurred for salaries or other compensation paid or to be paid by the lobbyist to staff for services provided in connection with lobbying activities. Include expenses incurred by staff for which they were reimbursed by the lobbyist or the lobbyist's employer.

Item II-H. Office Expenses

State the total expenses incurred for operating the lobbyist's office in connection with lobbying activities. These expenses would include, for example, rent, telephone, utilities, transportation, parking, and the like. Do not include, however, expenses reported in Item II-F {"Lobbyist Compensation"} or Item II-G {"Staff Compensation"}.

Item II-I. Special Assistance

State the total expenses incurred for professional and technical research and assistance in connection with lobbying activities. Do not include expenses reported in Item II-F {"Lobbyist Compensation"} or Item II-G {"Staff Compensation"}.

Item II-J. Publications

State the total expenses incurred in preparing, printing, and distributing publications for the purpose of encouraging others to communicate with one or more officials or employees of the City. These expenses would include, for example, salaries, postage, telecommunications, advertising, and the like.

Item II-K. Witnesses

State the total expenses incurred for witnesses in connection with lobbying activities.

You must also list, in the spaces indicated, (i) the name of each witness, and (ii) the fees and expenses paid to each.

Item II-L. Other Expenses

State the total of all expenses incurred in connection with lobbying activities and not otherwise reported. These would include, for example, a lobbyist 's own meals, lodging, travel, etc.

Insert Total of Items II-A through II-L in Space Provided

PART III. GIFT RECIPIENTS

In Part III, you must identify each official or employee of the Board of School Commissioners and each family member of an official or employee to whom or for whose benefit you, your employer, or anyone on your or your employer's behalf, alone or in combination, has given, during the reporting period, one or more gifts with a cumulative value of \$150 or more.

This report must be made whether or not the gifts were made in connection with lobbying activities. This report does not apply, however, to expenses already reported in Item II-B {"Special Events"} or Item II-D {"Food, Lodging, etc., for Meetings"}.

PART IV. AFFIRMATION AND NOTARIZATION

All information must be given under oath or affirmation and must be notarized. For your convenience, Notaries Public are available to administer the oath, for a small administrative fee, in the Board's office.

ETHICS PANEL
200 East North Avenue
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
http://www.baltimorecityschools.org/school_board/ethics

IMPORTANTLY: CAREFULLY READ ACCOMPANYING DIRECTIONS

LOBBYING ACTIVITY REPORT

Name of Registrant: _____

Reporting Period: _____, 20__ through June 30, 20__.

Reporting Period: _____, 20__ through December 31, 20__.

Date Received for Filing (to be completed only by Ethics Panel): _____

PART I. IDENTIFICATION AND REGISTRATION INFORMATION

I-A. IDENTIFICATION OF REGISTRANT/LOBBYIST

Complete all blanks:

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (_____) _____ Email Address: _____

Profession, Occupation, or Business _____

Explain differences, if any, from Registration Statement: _____

I-B. IDENTIFICATION OF PRINCIPAL(S) FOR WHOM REGISTRANT/LOBBYIST IS ACTING

1. Identify each person(s) from which the lobbyist received or is owed compensation for his or her lobbying activity or, if the lobbyist is uncompensated, who authorized or directed those activities:

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (_____) _____ Email Address: _____

Nature of Business _____

2. Identify any other person(s) on whose behalf the lobbyist was acting on matters covered by this Report (if none, put in "NONE"):

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (_____) _____ Email Address: _____

Nature Business _____

Explain differences, if any, from Registration Statement: _____

I-C. REGISTRATION INFORMATION

1. State the period (both beginning and ending month, day, and year) for which registration is effective:

From _____ to _____

2. Identify the matters (including formal designation if known) on which the lobbyist acted or employed someone to act during the registration period:

Explain differences, if any, from Registration Statement: _____

I-D. EMPLOYER/PRINCIPAL'S EXEMPTION STATUS

Do the principal(s) identified in Part I-C claim an exemption from filing its (their) own Registration Statement and Activity Reports

___ Yes ___ No

Explain changes, if any, from Registration Statement: _____

PART II. COMPENSATION AND EXPENSES

Note: Items A through E apply to all expenses of the type described, whether or not expended in connection with a lobbying activity.

A. Meals and Beverages Provided Officials, Employees, or Family Members –

A. \$ _____

State the name of each official, employee, or family member who benefitted from this expense:

B. Food, Lodging, or Entertainment of Officials, Employees, or Family Members While Attending a Meeting –

D. \$ _____ For

each event, provide the following information:

Date	Location	Aggregate Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

And state the name of each official, employee, or family member for the benefit of whom more than \$200 was expended:

C. Gifts (Other than those Reported in Items A through D) Made to, or for the Benefit of, Officials, Employees, or Family Members –

E. \$ _____

Subtotal of Items A through E –

\$ _____

D. Compensation Paid or to be Paid Lobbyist for Lobbying Activities (Not Including Reimbursement for Expenses Reported Elsewhere in this Part III) –

F. \$ _____

If the amount reported is prorated (see Directions), check here: _____

E. Compensation and Reimbursed Expenses Paid or to be Paid to Staff of Lobbyist –

G. \$ _____

F. Office Expenses (Not Including Compensation and Expenses Reported in Item F or Item G) –

H. \$ _____

G. Professional and Technical Research and Assistance (Not Including

Compensation and Expenses Reported in Item F or Item G) –

I. \$ _____

H. Witnesses –

K. \$ _____ For

each witness, provide the following information:

Name	Fees	Expenses

L. Other Expenses –

L. \$ _____

Including -
Special Events (Including Parties and Other Functions) to which Officials,
Employees, or Family Members were
invited –

For each event, provide the following information:

Date	Location	Aggregate Cost

Tickets or Free Admissions Provided for the Members of the Board of School
Commissioners to Attend a Professional or Intercollegiate Sporting Event or a
Charitable, Cultural or Political Event – For each event, provide the following information:

Date	Location	Aggregate Cost

Total of Items A through I –

\$ _____

PART III. GIFT RECIPIENTS

Have you, your employer, or anyone on your or your employer’s behalf, alone or in combination, whether or not in connection with lobbying activities, given 1 or more gifts with a cumulative value of \$150 or more to any official or employee of the Board of School Commissioners or any family member of an official or employee (excluding any expenses reported in Item II-J {“Special Events”} or Item II-B {“Food, Lodging, etc., for Meetings”})?

___Yes ___No

If yes, state the name of each official, employee, or family member who received this gift or series of gifts:

And, for each gift made after the \$150-cumulative value was reached, provide the following information:

Date	Recipient	Nature of Gift	Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART IV. AFFIRMATION AND NOTARIZATION

I, _____, solemnly affirm under the penalties of perjury that the contents of this Lobbying Activity Report are true to the best of my knowledge, information, and belief.

(Signature)

STATE OF MARYLAND

CITY/COUNTY OF _____

I CERTIFY that, on this ___ day of _____, 20 __, before me, a Notary Public in and for the City/County of _____, personally appeared _____, who acknowledged that this Lobbying Activity Report, and the preceding Affirmation were all his/her act.

As witness, my hand and Notarial Seal:

(Notary Public)

My Commission Expires: _____