



# Remember the Two General Gift Rules!

## RULE #1

**May not solicit, accept, or receive gifts totaling \$250 or more in a calendar year from the same person.**

### Exceptions to Rule 1

- Hospitality at a residence within the state or at a social event or meal (No disclosure required)
- Discounts generally available to the public or benefits the state (No disclosure required)
- Culturally shared food (No disclosure required)
- Travel and hospitality primarily for the purpose of obtaining information on matters of legislative concern (Disclosure required within 60 days)
- Gifts from an immediate family member per AS 24.60.080(a)(5) (No disclosure required)
- Gifts not associated with the recipient's legislative status (Confidential disclosure required within 30 days)
- "Welcome to Juneau" gifts or discounts during session (No disclosure required)
- Legal services for legislative matter (Disclosure required within 30 days)
- Gift of transportation from a legislator or a legislative employee to a legislator or legislative employee (No disclosure required)
- Charitable contribution or ticket to a sanctioned charity event (Disclosure required within 60 days)

## RULE #2

**May not solicit, accept, or receive a gift from a lobbyist.**

### Exceptions to Rule 2

- Food and non-alcoholic beverage for immediate consumption with a value of \$15 or less OR if the food and beverage is provided as part of an event open to all legislators or legislative employees (No disclosure required)
- A contribution, ticket, or ticket-related gift to a sanctioned charitable event with an annual cumulative total value of less than \$250 from an individual lobbyist (No disclosure required)
- A gift unconnected with legislative status and is from immediate family member (Lobbyist spouse, no disclosure required)
- A gift delivered on the premises of a state facility and accepted on behalf of a recognized non-political charitable organization (No disclosure required)
- A compassionate gift (Preapproval and disclosure required within 30 days)

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### Here's a tip!

You may not solicit, accept, or receive gifts totaling \$250 or more in a calendar year from the same person. Keep a gift log to track donors, the gifts you receive, and the value of the gifts. Go to <https://ethics.akleg.gov/disclosures.php> to download a gift log.



## DISCLAIMER

Information provided is a general overview. Your circumstances may require specific information and advice.

**Contact Ethics Committee Administrator Jerry Anderson (The Ethics Guy) at 907-269-0150 or 907-201-0125 to make sure your intended action complies with the Ethics Act AS 24.60.**

# Disclosure Notes

## Remember:

## New Associations = New Disclosures

Disclosures must be filed within 30 days of the beginning of an association regardless whether it's during session, a recess, or the interim. If you are unsure if you need to file a disclosure, contact the Ethics Office at 269-0150 or 269-8179.

### File within 30 days of the beginning of the association

- Board memberships
- Close economic associations
- State Benefit and Loan Programs
- State Contracts, Leases, and Grants
- Representation of a client for pay before a state agency
- Gift of legal services for legislative matters
- Gift for compassionate reasons

### File within 60 days of the beginning of travel

- Gift of travel/hospitality for obtaining information on a matter of legislative concern or for a sanctioned charity event
- Gift to a family member of travel/hospitality or to a sanctioned charity event

## File Ethics Disclosures Online. It's Easy!

1. Go to <http://intranet.akleg.gov/> & scroll down to click on **Login** in the **File an Ethics Disclosure** section.
2. Enter the filer's computer login (not email address) and password. NOTE: If the filer is a legislator, use the legislator's computer login and password.
3. Click on **Sign in**.
4. Choose on the type of disclosure you want to file.
5. Complete the form using drop down menus when available. (Remember, **gifts of travel are for the purpose of obtaining information about matters of legislative concern**. Provide complete information about the donor, a one or two sentence narrative that addresses how the information obtained is a matter of legislative concern, and **attach a copy of the agenda**.)
5. Check your completed disclosure and click "Proceed."
6. Review your disclosure and if correct, press "Submit."

### When filing travel and/or hospitality disclosures, provide adequate information so the public will understand.

- Avoid the use of acronyms, such as NCSL.
- Provide complete information about the donor.
- Include a description of the topics discussed, forums attended, or other pertinent agenda items.
- **Attach a copy of the event agenda.**

### Need More Help Filing Your Disclosure?

Download a four-page detailed instruction handout at <https://ethics.akleg.gov/disclosures.php> or **contact the Ethics Office at 907-269-0150 or 907-269-8179 if you need more information.**

### Contact the Select Committee on Legislative Ethics

#### Mailing Address:

PO Box 90251  
Anchorage, AK 99509-0251

#### Physical Location:

Anchorage Legislative Office Building  
1500 W Benson Blvd Suite 220  
Anchorage, AK 99503

Phone: 907-269-0150

FAX: 907-269-0152

Email: [Ethics.Committee@akleg.gov](mailto:Ethics.Committee@akleg.gov)

Website: <http://ethics.akleg.gov/>