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IMPORTANT: Yearly Disclosure Required.

The following disclosures are due by Wednesday, February 17.

If any new association begins after February 17th, a disclosure is due within 30 days of the association which starts on the first day the association began.

- **Members on a Board of Directors-** AS 24.60.030(f)

Q: Are you an elected or appointed officer or board member of an organization?

A: If yes, you must file a disclosure in 2010, even if you filed a disclosure in 2009.

- **Participation in Certain State Benefit and Loan Programs-**AS 24.60.050(c)(d)

Q: Did you file a disclosure in 2009?

A: If yes, and you are still a participant in the program, you must file a disclosure in 2010.

Q: Have you recently participated in a benefit or loan program administered through the State?

A: If yes, call the Ethics office to determine if you need to disclose. You may or may not as it depends on award criteria.

- **Representation Before a State Agency-**AS 24.60.100

Q: Are you on contract/agreement to represent a client before a state agency, board or commission?

A: If yes, you must file a disclosure in 2010, even if you filed a disclosure in 2009.

- **Interests in State Contracts and Leases (including certain family members)-**AS 24.60.040

Q: Did you have a state contract or leases that required disclosure in 2009?

A: If yes, and you still have the state contract or lease, you must file a disclosure in 2010.

Q: Have you or any immediate family members signed a contract or lease with the state with an annual value of \$5,000 or more?

A: If yes, call the Ethics office to determine if you must disclose participation.

- **Close Economic Associations-** AS 24.60.070

Q: Do you have a financial relationship with a person covered by the Legislative Ethics Code? (i.e. legislators, legislative employees if one supervises the other, public officials who must file a Financial Disclosure with APOC, and registered lobbyists.)

A: If yes, you must file a disclosure in 2010, even if you filed a disclosure in 2009.

Examples: share housing expenses in Juneau, or a paid consultant on a legislator's campaign.

The dollar amount of the financial relationship, does NOT need to be disclosed; only the fact that a close economic association exists.



Gift Disclosures

Gift disclosures are always **due within 30 days of receipt of the gift**, starting on the **first** day the gift was received.

• **Gift of Travel/Hospitality for Legislative Matters**-AS 24.60.080(c)(4)

Q: Have you taken a trip for legislative matters that was paid for with other than legislative funds? (This includes trips paid for by other branches of state government, the federal government, NCSL, CSG, etc.)

A: If yes, the gift must be disclosed within 30 days starting from the first day of travel.

• **Gift Received by a Family Member Because of Legislative Connection**-AS 24.60.080(i)

Q: Did an immediate family member receive a gift worth \$250 or more because of your legislative connection?

A: If yes, the gift must be disclosed. A good example would be when a family member accompanied you on a legislative trip and some or all of the costs of the trip were paid for with other than legislative funds.

• **Gift of Legal Services Related to Legislative Matters** AS 24.60.08(c)(8)

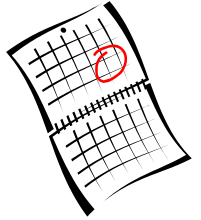
Q: Did you receive a gift of legal services related to a legislative matter worth \$250 or more?

A: If yes, you must file a disclosure. Call the Ethics office for further clarification.

• **Gifts Not Connected to Legislative Status**-AS 24.60.080(c)(6)

Q: Have you received a gift worth more than \$250 in a calendar year from the same person/entity other than from an immediate family member?

A: If yes, a “confidential” disclosure is required. The dollar amount does not need to be disclosed; only the fact the gift exceeded \$250.



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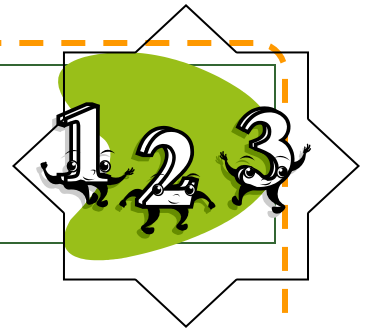
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FILING ONLINE



Filing disclosures is easy as one, two, three! Just go to the Ethics website and click on “Disclosures”. Click on “HERE” to access the on-line process and enter the filer’s USER NAME and PASSWORD. You are now ready to select the disclosure form you want to file. Fill in the blanks and you are done!

Website: <http://ethics.legis.state.ak.us>

