



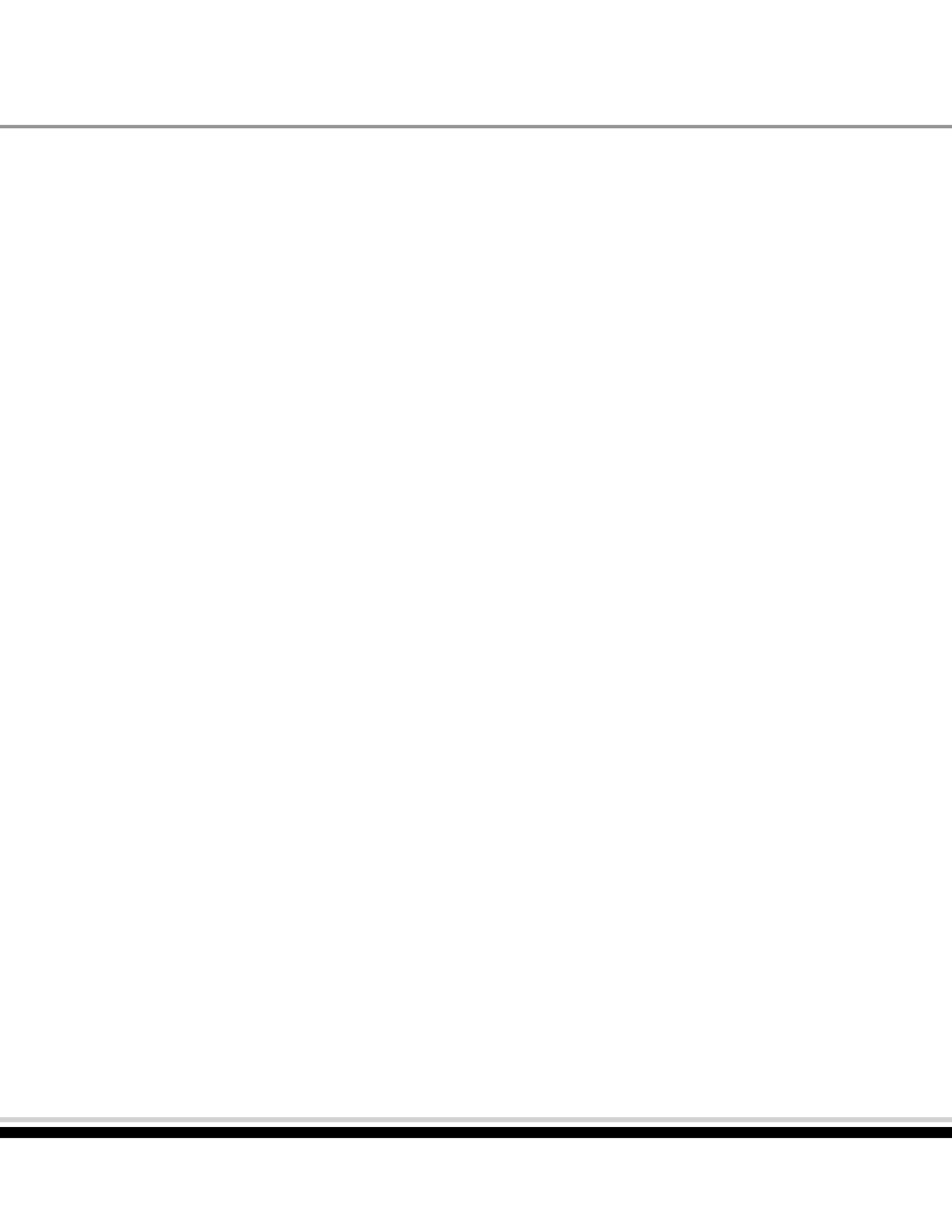
**ELECTIONS BC**

A non-partisan Office of the Legislature

# **RECALL ADVERTISING SPONSOR DISCLOSURE REPORT COMPLETION GUIDE**

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## General

This instruction booklet is an integral part of the disclosure report package for recall advertising sponsors. It is an important aid in the completion of the disclosure reports and should be used in conjunction with the reporting forms. This instruction booklet contains only summaries of the reporting requirements and does not take precedence over the *Recall and Initiative Act*. Copies of this instruction booklet are available free of charge from Elections BC or can be downloaded from our website at [www.elections.bc.ca](http://www.elections.bc.ca). See the last page of this guide for contact information for Elections BC.

The Guide to Recall Communications should also be referred to by recall advertising sponsors when reporting contributions and the value of sponsored advertising. The guide is available free of charge from Elections BC, or can be downloaded from our website at [www.elections.bc.ca](http://www.elections.bc.ca).

The *Recall and Initiative Act* is available for viewing on our website ([www.elections.bc.ca](http://www.elections.bc.ca)) or can be purchased from Crown Publications ([www.crownpub.bc.ca](http://www.crownpub.bc.ca)).

## Introduction

Registered recall advertising sponsors must file a recall advertising sponsor disclosure report with the Chief Electoral Officer within 28 days after the end of the recall petition period.

If a recall advertising sponsor sponsors recall advertising with a total value of less than \$500, the sponsor may submit only the cover page with a check mark to indicate that advertising sponsored during the recall petition period had a total value of less than \$500.

## Filing the Report

The disclosure report must be received by Elections BC within 28 days after the end of the recall petition period for a recall petition. Postmarks are not acceptable.

There are a number of options for ensuring that your report is received by Elections BC before the deadline:

- Mail the report to our Victoria office, ensuring that you mail it early enough to guarantee delivery within 28 days after the end of the recall petition period. The office address is on the last page of this guide.
- Courier the report to our Victoria office, again ensuring that you send it early enough to guarantee delivery within 28 days after the end of the recall petition period.
- Fax the report to our Victoria office. The fax number is on the last page of this guide.
- Scan and email the report to our office within 28 days after the end of the recall petition period. The email address is on the last page of this guide.
- Deliver the report to our Victoria office before the deadline.
- Deliver the report to any Government Agent's office before the deadline.

## General Instructions for All Forms

- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC.
- Type or print neatly, in ink.
- Consecutively number the pages of forms that have more than one page. If a form can have more than one page there are two boxes in the top right-hand corner labeled PAGE \_\_\_\_ OF \_\_\_\_\_. Start the page number at 1 for the first completed page of the form and put the total number of pages of that form in the second box provided (e.g., PAGE 1 of 2; PAGE 2 of 2).
- Enter the full name of the recall advertising sponsor on each page.
- Enter dates as YYYY/MM/DD – e.g., for January 31, 2010, enter 2010/01/31.
- It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.34 as \$15.

# **Recall Advertising Sponsor Disclosure Report Forms**

### F-AS-R: Recall Advertising Sponsor Disclosure Report

This is the cover page to be used by recall advertising sponsors. This form must accompany all disclosure reports filed, including amended reports filed after the original report.

Please ensure that each of the components of this form are completed.

- ① Enter the name of the Member who is subject of the recall petition.
- ② Enter the recall petition number. This can be found on any Elections BC recall correspondence or on our website [www.elections.bc.ca](http://www.elections.bc.ca).
- ③ Enter the full name of the recall advertising sponsor.
- ④ Enter the recall advertising sponsor's mailing address, phone and fax numbers in the appropriate spaces. Elections BC needs the address to be able to notify the recall advertising sponsor of the status of the submitted report. We will send all correspondence to this address. This form is available for public inspection, so you may choose to list an office address instead of a home address.
- ⑤ Indicate which type of event this disclosure report pertains to.
- ⑥ This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the disclosure report if they are applicable. Use it as a checklist to identify which forms have been completed. If an amendment is being submitted, please check only those forms that have been revised.
- ⑦ If the total value of sponsored recall advertising during the recall petition period was less than \$500, tick this box. In this case, only this form (F-AS-R) is required to be filed with Elections BC.
- ⑧ The declaration must be signed and dated by the recall advertising sponsor who is registered with Elections BC. If the sponsor is an organization, the declaration must be signed by a principal officer or director of the organization who is registered with Elections BC. Signing a false statement is a serious offence and is subject to significant penalties.
- ⑨ If this is the first version of the disclosure report, leave the "Amendment # \_\_\_\_" blank. If this report amends a previously submitted report, enter the number of the amendment (or supplementary report) here. For example, if this was the second disclosure report to be submitted, it would be the first amendment and 1 would be entered in this space.

PLEASE PRINT IN BLOCK LETTERS

Amendment # 9

TITLE OF INITIATIVE OR NAME OF MEMBER OF LEGISLATIVE ASSEMBLY WHO IS SUBJECT OF RECALL PETITION <span style="float:right">1</span>		INITIATIVE / RECALL NUMBER <span style="float:right">2</span>											
The Honourable Steve Jones		RP-ESR-2010-007											
SPONSOR'S FULL NAME <span style="float:right">3</span>													
Batter-up Sports Equipment Inc.													
MAILING ADDRESS													
387 Fifth Avenue													
CITY / TOWN	POSTAL CODE	PHONE NUMBER	FAX NUMBER										
Victoria	V9B   6A8	250 555-1234	250 555-9871										
EMAIL ADDRESS													
address@domain.ca													
<p>5 Sponsor for advertising related to:    <input type="checkbox"/> Initiative Petition    <input type="checkbox"/> Initiative Vote    <input checked="" type="checkbox"/> Recall Petition</p>													
<p>This disclosure report includes the following forms:</p> <table style="width:100%; border:none;"> <tr> <td style="width:80%;"></td> <td style="text-align:right; vertical-align:top;"> <b>FORMS CHECKLIST</b>  X  <input checked="" type="checkbox"/> </td> </tr> <tr> <td style="text-align:right;">Value of Advertising by Category – <b>Form Sm-E(b)R</b></td> <td style="text-align:right; vertical-align:bottom;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align:right;">Summary of Contributions by Class – <b>Form Sm-C(b)R</b></td> <td style="text-align:right; vertical-align:bottom;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align:right;">Contributions of Money over \$250 – <b>Form S-A1(b)R</b></td> <td style="text-align:right; vertical-align:bottom;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align:right;">Anonymous Contributions – <b>Form S-A2(b)R</b></td> <td style="text-align:right; vertical-align:bottom;"><input checked="" type="checkbox"/></td> </tr> </table>					<b>FORMS CHECKLIST</b> X <input checked="" type="checkbox"/>	Value of Advertising by Category – <b>Form Sm-E(b)R</b>	<input checked="" type="checkbox"/>	Summary of Contributions by Class – <b>Form Sm-C(b)R</b>	<input checked="" type="checkbox"/>	Contributions of Money over \$250 – <b>Form S-A1(b)R</b>	<input checked="" type="checkbox"/>	Anonymous Contributions – <b>Form S-A2(b)R</b>	<input checked="" type="checkbox"/>
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Anonymous Contributions – <b>Form S-A2(b)R</b>	<input checked="" type="checkbox"/>												
<p>7 <b>OR</b></p> <p><input type="checkbox"/> Advertising sponsored during the petition or vote period did not have a total value of \$500 or more; no additional forms required.</p>													
<p>I declare that to the best of my knowledge, information and belief, all the information contained in this report and any attachments is complete and accurate.</p>													
SIGNATURE OF SPONSOR / PRINCIPAL OFFICER / PRINCIPAL MEMBER		8 DATE (YYYY / MM / DD)											
<i>David Griswold</i>		2010 / 11 / 01											
PRINTED NAME OF PERSON SIGNING DECLARATION													
David Griswold													
<p><b>WARNING:</b> Signing a false statement is a serious offence and is subject to significant penalties.</p>													



## Sm-E(b)R: Value of Advertising by Category

This form is used to report the value of various categories of recall advertising sponsored by the sponsor.

- 1 In this column, enter the value of each type of recall advertising sponsored during the recall petition period.
- 2 Enter the value and provide details for any amounts entered as “other”.
- 3 Add the value of all recall advertising and enter the total.



# VALUE OF ADVERTISING BY CATEGORY

## Advertising Sponsor

NAME OF FILING ENTITY

Batter-up Sports Equipment Inc.

### Value of sponsored advertising by category:

	<b>1</b>
Brochures (pamphlets, flyers, etc.)	375
Newspaper (magazines, journals, etc.)	200
Radio	1000
Signs (lawn signs, billboards, etc.)	950
Television	
Value of newsletters, brochures, etc. sent directly to members, employees, or shareholders of the sponsor	
Other (describe) Google Adwords, website	75 <b>2</b>

**Total value of sponsored advertising** 2600 **3**

## Sm-C(b)R: Summary of Contributions by Class

This form is used to report all contributions of money accepted by the recall advertising sponsor during the contribution reporting period (beginning six months before the recall petition is issued and ending at the end of the recall petition period). It also reports the amount of the sponsor's assets that were used to pay for recall advertising.

- 1 Enter the amount of the recall advertising sponsor's assets that were used to pay for recall advertising in box A. Do not include the value of contributions made to the sponsor.

Contributions are separated into two columns; those that have a value of greater than \$250, and those that have a value of \$250 or less.

- 2 For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of more than \$250 (e.g., in box 1b enter the total of contributions made by individuals who made total contributions of more than \$250).
- 3 For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of \$250 or less (e.g., in box 2c enter the total of contributions made by corporations which made total contributions of \$250 or less).
- 4 Enter the total of all contributions of more than \$250 in box B. This amount must equal the amount reported in box A on form S-A1(b)R.
- 5 Enter the total of all contributions of \$250 or less in box C.
- 6 Enter the sum of boxes B and C in box D.
- 7 Enter the total amount of anonymous contributions received in box E. This amount must equal the amount reported in box A on form S-A2(b)R.
- 8 Enter the sum of boxes D and E in box F.

# SUMMARY OF CONTRIBUTIONS BY CLASS

## Advertising Sponsor



NAME OF FILING ENTITY

Batter-up Sports Equipment Inc.

Amount of sponsor's assets, other than contributions reported below, that were used to pay for election advertising:

1500

A

①

Total value of contributions, excluding sponsor's own assets, from each of the following classes of contributor:

	② Contributions greater than \$250		③ Contributions of \$250 or less	
Individuals	300	1b	65	1c
Corporations	575	2b	175	2c
Unincorporated Business / Commercial Organizations		3b		3c
Trade Unions	300	4b	250	4c
Non-profit Organizations	255	5b	30	5c
Other Identifiable Contributions		6b		6c

Classified subtotals (1b to 6b & 1c to 6c)  
(box **B** = box **A**, **S-A1(b)**)

1430

④

B

520

⑤

C

Classified totals  
(B + C)

1950

⑥

D

Total anonymous contributions  
(from box **A**, **S-A2(b)R**)

65

⑦

E

Total value of all contributions from all sources  
(D + E)

2015

⑧

F

### S-A1(b)R: Contributions of Money Greater than \$250

This form is used to report all contributors who made one or more contributions to the recall advertising sponsor during the contribution reporting period (beginning six months before the recall petition is issued and ending at the end of the recall petition period), which total more than \$250.

A computer generated record of this information, in a format which has been approved by Elections BC, may be used in place of this form.

- ① Enter the full name of contributor; initials are not acceptable. If the contributor is a numbered corporation or an unincorporated organization (classes 3 to 6) the full names of two directors or principal officers must also be provided. If the contributor is a sole proprietor this should be indicated. If the contributor is a union, specify which local of the union made the contribution.
- ② Tick the box under the applicable class of contributor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- ③ Enter the amount of each individual contribution made by that contributor. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the individual contribution amounts must be listed. These individual amounts must correspond to the individual dates in the column titled “date of each individual contribution.” An exception to the requirement to list each individual contribution can be made if the contributions were multiple regular amounts (e.g. \$30 per month) over a time period.
- ④ Enter the date on which each individual contribution was received. If the total amount of contributions from a single contributor is made up of multiple donations received on different dates, all of the individual contribution dates must be listed. An exception to the requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g. \$30 per month) over a time period.
- ⑤ Enter the total of all contributions made by each contributor who made total contributions of more than \$250 during the contribution reporting period.
- ⑥ Enter the total of all individual contributions into box A. This amount must equal the amount reported in box B on form Sm-C(b)R.



## S-A2(b)R: Anonymous Contributions

This form is used to report anonymous contributions received by the recall advertising sponsor during the contribution reporting period (beginning six months before the recall petition is issued and ending at the end of the recall petition period).

- ① Enter the date the contribution was received.
- ② Enter the dollar amount of the anonymous contributions.
- ③ If the anonymous contributions were received at an event or function, enter a brief description of the event or function.
- ④ Enter the total dollar amount of anonymous contributions received in box A. This amount must equal the amount reported in box E on form Sm-C(b)R.



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# ANONYMOUS CONTRIBUTIONS ADVERTISING SPONSOR

NAME OF FILING ENTITY  
Batter-up Sports Equipment Inc.

1 DATE RECEIVED (YYYY/MM/DD)	2 AMOUNT RECEIVED	3 IF ANONYMOUS CONTRIBUTION RECEIVED AT EVENT / FUNCTION, DESCRIPTION OF EVENT / FUNCTION
2010 / 09 / 20	35	Donation box at dinner
2010 / 10 / 02	30	Pass the Hat at fundraising meeting
<b>TOTAL</b>	<b>65</b>	<b>A</b>



## Questions?

**For more information**

**Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448**

**or contact**

Elections BC

Mailing Address:

PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

Phone: 250-387-5305

Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

Email: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

Website: [www.elections.bc.ca](http://www.elections.bc.ca)



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