

<p style="text-align: center;">STATEMENT OF ORGANIZATION INSTRUCTIONS</p>

**READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING.
PRINT OR TYPE ALL INFORMATION LEGIBLY IN BLACK INK.**

GENERAL INFORMATION

- A committee check for the \$100 filing fee must accompany the Statement of Organization and be made payable to “Campaign Finance.”
- This form must be filed every year between January 1 and January 31, subject to the following exceptions:
 - If a committee organizes after January 31, then this form must be filed within 10 days of the date of organization.
 - If the committee organizes within 10 days prior to an election, then this form must be filed within 3 days of the date of organization.
 - If the committee does not anticipate that it will have over \$500 in total financial activity for a particular calendar year, it is not required to file this form for that year. If it determines later in that year that it will exceed \$500 in total financial activity, then this form must then be filed within 10 days.
- A **Certificate of Registration** will be issued to each properly organized committee.
- A committee that has over \$500 of financial activity in a calendar year and does not file a Statement of Organization is subject to fines.
- Mail the Statement of Organization along with the required fee to:

CAMPAIGN FINANCE
Post Office Box 4368
Baton Rouge, LA 70821

FORM 200 INSTRUCTIONS

1. Enter the name and address of the candidate or committee. Committee names must comply with the following rules:
 - The name cannot be the same as or deceptively similar to the name of another political committee.
 - If the committee supports only one candidate, the committee name must contain the name of that candidate.
 - If the committee supports more than one candidate, the committee name cannot contain the name of an individual candidate unless the committee name clearly reflects that the committee is not supporting or opposing only that individual.
 - If the committee uses an acronym in addition to its complete name, place the acronym in parentheses after the complete name.
 - If the committee name contains a number, spell out the number in the name and place the numerical symbol(s) in parentheses.

STATEMENT OF ORGANIZATION (continued)

INSTRUCTIONS

FORM 200 INSTRUCTIONS (continued)

2. Enter the date the Statement of Organization is completed.
3. Enter the estimated number of members the committee anticipates it will have this year.
4. Check either "Yes" or "No" to indicate whether this filing is an amendment to a previously filed Statement of Organization. Any change in the information reported on this form that occurs before the committee's next Statement of Organization is otherwise due must be reported by filing and **amended Statement of Organization** within 10 days following the change. No filing fee is required for the filing of such an amendment.
5. Enter the necessary information with regard to all committee officers and/or directors:
 - a. Enter the name of each officer/director.
 - b. Enter the position of the officer/director indicated in 5a (e.g. Chairperson, Treasurer).
 - c. Enter the complete address of the officer/director indicated in 5a.
6. Enter the necessary information with regard to any affiliated organizations. An affiliated organization is any organization, other than a political committee, which directly or indirectly established, administers, or financially supports this committee. If the committee has no affiliated organization, then this item must be marked Not Applicable (N/A).
 - a. Enter the full name of each affiliated organization.
 - b. Enter the complete address of each affiliated organization noted in 6a.
 - c. Enter the relationship of the affiliated organization to the political committee.
7. Enter the necessary information for all depositories for committee funds. **NOTE:** Committee funds must be deposited in one or more banks or savings and loan institutions or money market mutual funds.
 - a. Enter the full name of each depository.
 - b. Enter the complete address of each depository noted in 7a.
8. This item should be completed only if this committee supports a single candidate. If this item is completed, there must be a Statement of Designation (Form 100) completed by the candidate or his principal campaign committee for this committee already on file with this office or accompanying this form. If this committee will be supporting a single candidate:
 - a. check whether the committee will be designated as the principal campaign committee or a subsidiary committee;
 - b. enter the candidate's qualifying name ;
 - c. enter the office sought by the candidate.
9.
 - a. Enter the full name of the person preparing the Statement of Organization.
 - b. Enter a daytime telephone number where this person may be contacted during business hours.
10. Complete date of certification and all required signatures and telephone numbers.
11. Complete the certification for Committees With Over 250 Members only if it applies to your committee.

STATEMENT OF ORGANIZATION

OFFICE USE ONLY

1. Name and Address of Committee

2. Date of this Statement

3. Estimated Membership

4. Amended Statement?

Check If: New Committee _____

_____ Yes _____ No

5. All Committee Officers and Directors (including Chairperson, Treasurer, if any, and any other committee officers and directors)

a. Name

b. Position

c. Address

Chairperson

Treasurer

6. Affiliated Organizations

(Any organization, other than a political committee, which directly or indirectly established, administers, or financially supports this committee.)

a. Name

b. Address

c. Relationship to Committee

7. All Depositories for Committee Funds (committee funds must be deposited in one or more banks or savings and loan institutions or money market mutual funds.)

a. Name

b. Address

8. IF THIS COMMITTEE SUPPORTS A SINGLE CANDIDATE: a. Check one: _____ Principal Campaign Committee _____ Subsidiary Committee

b. Name of Candidate

c. Office Sought by the Candidate

9. a. Name of Person Preparing Report

b. Daytime Telephone

10. WE HEREBY CERTIFY that the information contained in this STATEMENT OF ORGANIZATION is true and correct to the best of our knowledge, information and belief.

This _____ day of _____, _____.

Signature of Committee Chairperson

Daytime Telephone Number

Signature of Committee Treasurer, if any

Daytime Telephone Number

COMMITTEES WITH OVER 250 MEMBERS

The following certification is OPTIONAL and should be completed ONLY if it is applicable to your committee. Completion of this certification doubles the normal limitations on the amounts of contributions to candidates that are otherwise applicable to political committees.

11. WE HEREBY CERTIFY that the membership of this political committee exceeded two hundred fifty (250) members **as of December 31 of the calendar year immediately preceding the date of this STATEMENT OF ORGANIZATION**. We further certify that at least two hundred fifty (250) of the members of this political committee contributed at least fifty dollars (\$50.00) to this committee **during the calendar year immediately preceding the date of this STATEMENT OF ORGANIZATION**.

This _____ day of _____, _____.

Signature of Committee Chairperson

Daytime Telephone Number

Signature of Committee Treasurer, if any

Daytime Telephone Number

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