



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: April 25, 2012
TO: Committees Registered under Michigan's Campaign Finance Act
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: **SEMINARS FOR COMMITTEES**

The Department of State's Bureau of Elections will hold a series of instructional seminars on the disclosure obligations of candidates, PACs and other committee types seeking guidance in complying with Michigan's Campaign Finance Act, P.A. 388 of 1976 as amended. The seminars will offer information on the organization and operation of a Committee, Campaign Statement filing requirements, the proper handling of campaign funds and other related topics. These sessions are available to all state and local level committees. We encourage you to attend the seminar most convenient to your schedule. A reservation is required and should be directed to Disclosure@Michigan.gov.

The scheduled seminars are listed below. Each seminar runs approximately 3 hours. Training information is also available on the Internet at www.michigan.gov/elections.

1. Choose "Campaign Finance Disclosure" from the navigation bar on the left
2. Choose the appropriate CFR trainings presentation from the Spotlight box

State level committees interested in using the MERTS software to file electronically are encouraged to attend a MERTS training. The training will cover the general use of the software. Training concerning importing/exporting data in the MERTS software is available upon request. To sign up for MERTS software training, go to www.mertsplus.com, select *Lansing Training* and complete the electronic form. The training is not available to local filers.

Training Location: 430 West Allegan Street
Richard H. Austin Bldg. – 4th Fl. Training Rm
Lansing, Michigan

Wednesday, May 9, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm - Bal. Ques	Wednesday, May 23, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm – MERTS
Wednesday, June 6, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm - Pol. Party	Wednesday, June 20, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS
Wednesday, July 11, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – PAC	Wednesday, August 1, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS

<p>Wednesday, August 15, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – Candidates</p>	<p>Wednesday, August 29, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS</p>
<p>Wednesday, September 12, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – Candidates</p>	<p>Wednesday, September 26, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS</p>
<p>Wednesday, October 10, 2012 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – Candidates</p>	<p>Wednesday, October 17, 2012 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS</p>

Questions? If you have any questions, please feel free to contact us. The address below should also be used to mail your filing by first class mail, registered mail or certified mail.

Michigan Department of State, Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726
Phone: 517-373-2540
Email: Disclosure@Michigan.gov
Follow us on Twitter @MichCFR

If you would like to visit our office or use an overnight delivery service, the address below is provided.

Richard H. Austin Building, 1st Floor
430 West Allegan Street
Lansing, Michigan 48933

Original 12/9/11 EQ
Updated 4/24/12 EQ