

Election Outreach Expenditures

Neighborhood Councils are not required to use current year funds to pay for outreach expenses related to upcoming Neighborhood Council elections. Neighborhood Councils, however, may choose to use pay for part of or the entire amount needed to conduct election outreach with current year funds. In determining what type of vendors the Neighborhood Council may use for election outreach, Neighborhood Councils should consider whether postcards will be mailed, or newsletters hand-delivered, or whether banners will be placed at strategic locations. Perhaps election outreach will be conducted at a health fair or community festival where the Neighborhood Council will have an informational booth. Maybe the elections will take place at an event to help draw more stakeholders to vote.

Whatever the outreach methods may be, plan now and, if desired, use current year funds. Use the Excel spreadsheet provided below to list all possible vendors that may be used to conduct election outreach. This does not mean that all the vendors listed will be used, only that at least one will be used by the Neighborhood Council to conduct election outreach. Include the total dollar amount the board has approved for election outreach. Do not include dollar amounts for each possible vendor, only **one** total amount approved the board for election outreach expenses. Then submit the spreadsheet to the Funding Program via e-mail done.funding@lacity.org along with a board resolution signed by the Treasurer and approved 2nd Signatory.

Once the election date, place, and time has been determined, and election outreach materials created, each Neighborhood Council must use any one or more of the vendors listed on the spreadsheet, if using fiscal year 2011-2012 funds. The same process using the DW will be used to submit for payment.