



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

MEMORANDUM

DATE: January 10, 2014
TO: Committees Registered under Michigan's Campaign Finance Act
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: **SEMINARS FOR COMMITTEES – 2013/2014**

COMPLIANCE, FILING AND RECORD KEEPING TRAINING

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 the Michigan's Campaign Finance Act. 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 Committee type from the "Committee Pages" section

MERTS SOFTWARE TRAINING – STATE LEVEL ONLY

State level committees interested in using the MERTS software to file electronically are encouraged to attend a MERTS training session. 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 MERTS training is not available to local level committees. The training is only available to state and judicial candidate committees and other committees that file with the Bureau of Elections.

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

Wednesday, January 15, 2014 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS	Wednesday, January 22, 2014 Afternoon: 1:00 pm to 4:00 pm – Candidate MERTS only
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Thursday, January 23, 2014 Afternoon: 1:00 pm to 4:00 pm – MERTS for Non Candidate Committees only	Wednesday, February 5, 2014 Morning: 9:00 am to 1:00 pm – PACs only both MERTS and Law Requirements
Wednesday, May 7, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm - Candidates	Wednesday, May 21, 2014 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm – MERTS
Wednesday, May 28, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm - PACs	Wednesday, June 4, 2014 Morning: 9:00 am to Noon – Ballot Questions Afternoon: 1:00 pm to 4:00 pm - MERTS
Wednesday, June 11, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – Candidates	Wednesday, June 18, 2014 Morning: 9:00 am to Noon – Pol. Parties Afternoon: 1:00 pm to 4:00 pm - MERTS
Wednesday, June 25, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – PACs	Wednesday, July 9, 2014 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS
Wednesday, July 16, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – Candidates	Wednesday, August 13, 2014 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS
Wednesday, September 10, 2014 Morning: 9:00 am to Noon - MERTS Afternoon: 1:00 pm to 4:00 pm – PACs	Wednesday, October 8, 2014 Morning: 9:00 am to Noon – Candidates Afternoon: 1:00 pm to 4:00 pm - MERTS

Questions? If you have any questions, please feel free to contact us. The address below should also be used to mail filings and correspondence 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