

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue

Riverdale, MD 20737

Phone: 301-454-1740 <http://www.mncppc.org/>

LOBBYING ACTIVITY REPORT INSTRUCTIONS

You must file a separate Lobbying Activity Report for each registration at the end of each reporting period (January 1st through December 31st) during all or part of which you are registered as a regulated lobbyist. If you are registered as a regulated lobbyist for all or any part of a reporting period, you must file an Activity Report for that reporting period, even if you did not engage in any lobbying activities, receive any compensation, or incur any expenses for lobbying during the reporting period. **If you had no activity, you should check the box in the instruction section at the top of the Activity Report and complete Parts A and D.**

A regulated lobbyist who is registered to lobby on behalf of more than one employer **must file a separate form for each employer.** Use one Activity Report Form for each registration. Each form should disclose all funds expended in support of the lobbying effort. Each expenditure should be reported only once on the form. If there is more than one regulated lobbyist for an employer or if both the employer and the regulated lobbyist are reporting, you should coordinate report preparation with the other party so that no expenditure is reported on more than one form.

The report for the reporting period (January 1st through December 31st) is due by **January 31st.**

PART A. Identification of Registered Lobbyist and Employer

Sections **A-1, A-2, A-3, and A-4** should include the same information as provided on the Registration Form. If there are any changes from the information on the Registration Form, you must note the changes on the Activity Report.

Section **A-5**: If there is any change to the exemption status of your employer, please explain the change in writing.

PART B. Compensation and Expenses

In this Part, you must report compensation received, or to be received, and expenses incurred for all lobbying related activities during the reporting period. If the regulated lobbyist's employer is entitled to a reporting exemption, the regulated lobbyist must report all of the employer's expenses in support of the lobbying activity. **You should consult with your employer and any other regulated lobbyist(s) engaged by your employer prior to submission of this report to ensure accuracy.**

B-1: In this section, you must list the total expense incurred for meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. Meal expenses for the regulated lobbyist's own meals should be listed in section B-12. Meals and beverages that are part of special events or meetings are reported in sections B-2 and B-3.

B-2: List the date, location, group of invitees and total expense incurred for food, beverages, and incidental expenses for all entertainment, including parties, dinners, athletic events, and other functions to which all members of the Commission and employees have received written invitations.

B-3: In this section, list the date, location and total amount of expenses incurred for food, lodging, and scheduled entertainment of Commissioners and employees in return for participation in panels or for speaking engagements at meetings. This section includes the formal role as a participant on a panel or engagement as a speaker at a meeting that has a published agenda. It does not include mere attendance at a meeting or incidental dialogue at a meeting. If the total amount of expenditures on any one Commissioner or employee is \$200 or more for any meeting, also include the Commissioner's or employee's name and the amount expended for the person at the meeting.

B-4: You should list expenses for a ticket or free admission extended to Commissioners and employees. List only the cost or value of admission to attend a charitable, cultural or political event to which Commissioners and employees were invited by the person sponsoring or conducting the event.

B-5: List the value of all other gifts (other than food or beverages, special events, or meetings reported in items B-1, B-2, and B-3) made to, or for the benefit of, Commissioners or employees or their immediate families.

B-6: List the total compensation paid or to be paid to the registrant for lobbying activities during the reporting period. If the lobbying activities addressed in Part B are only a portion of the services for which the employer compensated the regulated lobbyist, include the prorated amount for lobbying services in this section. If the reported compensation has been prorated, check the box in section B-5. If there are multiple-fee or contract regulated lobbyists within a firm registered for an employer, document the basis for the fee allocation. Do not claim another regulated lobbyist's compensation in this section.

B-7: List the total amount of salaries and other compensation paid or to be paid by the regulated lobbyist to staff for activities during the reporting period. Include expenses incurred by the staff for which they were reimbursed by the regulated lobbyist or employer.

B-8: List the total expenses incurred for operating the regulated lobbyist's office in connection with lobbying activities included in this report. Office expenses may include rent, telephone, utilities, transportation, parking, etc. Do not include expenses reported in sections B-5 and B-6. If a fee or contract lobbyist is not billing office costs directly, it may be sufficient to assume that these costs are included in the amount reported as compensation.

B-9: List the total cost of professional and technical research and other assistance in support of the lobbying activities included in this report. Do not include expenses reported in sections B-6.

B-10: List the total expenses for preparing, printing, and distributing publications or other expenses that expressly encourage people to communicate with Commissioners or employees. This may include salaries, contractual employees, postage, telecommunications, electronic services, advertising, delivery services, or radio, television or billboard advertising. This amount may be prorated to reflect a portion of the publication related to lobbying.

B-11: List the names of each witness and the fees and expenses paid to each. Include the total amount of fees and expenses paid to all witnesses on the line in the column on the right.

B-12: List the total amount of all expenses not otherwise reported that were incurred in support of the lobbying activities included in this report. The regulated lobbyist's own meals and lodging, and mileage or travel reimbursements are listed in this section.

PART C

Identify each Commissioner, employee, and member of his/her immediate family who has benefited from gifts with a cumulative value of \$75 or more during the reporting period given by the registrant or anyone acting on behalf of the registrant, whether or not given in connection with the registrant's lobbying activities.

Gifts totaling less than \$15 in a calendar day need not be counted toward the cumulative value of \$75, but if the cumulative value is reached or exceeded, each gift of \$15 or more, thereafter, must be itemized by date, recipient, amount of value, and nature of the gift.

PART D

Sign and have notarized.

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LOBBYING ACTIVITY REPORT

Read instructions carefully before completing this form. If you had reportable expenses or compensation during the reporting period, complete Parts A through D of the Activity Report. If you had no reportable compensation or expenses during the reporting period, but were registered to engage in lobbying, check here ____ and complete Parts A and D. If additional forms are required for this employer, those forms should be attached to, and made part of, this filing.

Each registrant shall file with the Commission, one report per reporting period, under oath, concerning his/her lobbying activities. The reports shall be filed by the due date indicated, covering the previous reporting period.

Period covered by this report: January 1st through December 31st, 20____ (report due by **January 31st**)

Is this a termination report? ____ Yes ____ No. If "Yes", provide date of termination _____

Each regulated lobbyist shall file a separate activity report for each person from whom he receives compensation.

If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form.

A. Identification of Registered Lobbyist and Employer

A-1. Identifying information (if different from registration form, please contact M-NCPPC):

- a) Lobbyist's Name _____

- b) Permanent Address (include business name if applicable) _____

- c) Business Telephone (____) _____

A-2. Identification of Others Required to Register:

- a) Was any other person required to register as a regulated lobbyist on behalf of the person or organization identified in section A-1? Yes ____ No ____
- b) If the answer to a) is "Yes," identify each such person below and provide his/her contact information:

A-3. Identification of Employer:

- a) Identify the person or organization that compensated the regulated lobbyist for activities requiring this report:

Name _____

Permanent Address _____

Business Telephone () _____

Nature of Business _____

- b) Identify any other entities the regulated lobbyist represents regarding the matters covered by this report. (If none, write "none".) _____

A-4. Registration Information:

- a) State the period (include both beginning and ending month, day and year) for which the registration is effective: _____ to _____

- b) Identify the matters on which the registered lobbyist acted or employed someone to act during the registration period covered by this report: _____

- A-5. Does the employer listed in A-3 claim to be exempt from lobbyist registration and reporting because all expenditures requiring registration and reporting will be reported by the above regulated lobbyist or another regulated lobbyist acting on its behalf? Yes _____ No _____

If the exemption claimed differs from the registration form, please explain in writing.

B. Compensation and Expenses

Enter total expenditures on acts requiring registration in each of the following categories.

- B-1.** Meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. (Do not include expenses for meal and beverages which are part of special events or meetings and are reported in Section B-2 or Section B-3 below.)

B-1 \$ _____

- B-2.** List date, location, group of invitees and total expenses for all entertainment, including parties, dinners, athletic events, and other functions to which any of the M-NCPPC Commissioners or employees are invited.

Total B-2 Expenses

\$ _____

- B-3.** Expenses of food, lodging, and scheduled entertainment of M-NCPPC Commissioners and employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting. List date, location, and total expense for each meeting. If the total amount in expenses on any one Commissioner or employee is \$200 or more for any meeting, also include the person's name and the amount expended for the person at the meeting.

D. Signature and Oath

I hereby make oath or affirm under the penalties of perjury that the contents of this report including any attachments thereto, are complete, true and correct to the best of my knowledge, information and belief.

[SEAL]

Signature of Person Filing: _____

Date: _____

Sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public: _____

Printed/typed Name of Notary Public: _____

My Commission Expires: _____