



State of Washington PUBLIC DISCLOSURE COMMISSION

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TO: Members, Public Disclosure Commission
FROM: Jana Greer, Outreach Specialist
DATE: November 22, 2013
SUBJECT: Update on Brochures, December 5, 2013 Meeting

Agenda Item

The December 5 agenda includes a status update of 2013-15 agency strategic plan, action item 3.5:

Update printed materials (e.g., manuals & brochures) to make more inviting, easier to use for all audiences, and to encourage voluntary electronic filing (even when not required).

Update

Many of the agency brochures and other instructional materials have been restyled and updated. For ten of the current 13 brochures, the content has been reviewed and edited, a new agency logo added, and changes were made to improve readability such as different fonts and added white space. Hyperlinks have been added to the online brochures to provide one-click access to supplemental online references and resources.

The following brochures/instructions have been updated and will be posted online after the Commission's review at the December 5 meeting. Hard copies of the revised brochures will be provided at the meeting.

- Starting Off On The Right Foot for Candidates
- Starting Off On The Right Foot for Political Committees
- Candidate Reporting Guide
- Political Advertising
- Political Committee Reporting Guide
- Electronic Filing - Candidates & Political Committees
- Candidates' Surplus Funds – Frequently Asked Questions
- Electioneering Communications Guide
- Independent Expenditure & Electioneering Communications
- Help File for Campaign Registration Templates
- Help File for Personal Financial Affairs
- Help File For Lobbyist Templates

Next steps include starting work on the nine exciting existing instructional manuals.