This presentation provides only an overview of the Code of Official Conduct and applicable ethics standards, and does not represent or address all applicable authority. Please consult the Committee’s website at www.ethics.senate.gov or contact the Committee at (202) 224-2981 for additional information and guidance.
• Senate employees may perform paid or unpaid campaign work if:
  • Truly voluntary and not a condition of Senate employment;
  • Approved by the supervising Senator;
  • Done on their own time; and
  • Not using Senate resources
• Campaign income counts toward the outside earned income limit
• Senate pay must be for Senate work. If you split your time with the campaign, you must also split your salary

• Federal law prohibits making a contribution to your employing Senator (18 U.S.C. § 603)
• The prohibition includes:
  • An “outlay,” other than for personal travel expenses
  • Contributions made by your relatives from a joint account or jointly owned asset (e.g., your spouse writing a check from a jointly owned bank account)
• The prohibition does not include:
  • Volunteering for the campaign
  • Contributing to a multi-candidate committee or PAC (e.g., DSCC or NRSC), but you cannot specifically earmark any contribution for your employing Senator

• Officers and most employees cannot handle (solicit, receive, be the custodian of, or distribute) any federal campaign funds (Senate Rule 41)
• State and local campaign funds not prohibited by Senate Rule
• But watch your social media posts
• Officers and employees may assist with and attend federal campaign fundraisers, provided their role does not involve handling campaign funds
  • Hosting a fundraiser is considered handling campaign funds and is prohibited
Each Senator may designate up to 3 employees on his/her personal office staff as “Political Fund Designees” (PFDs). PFD designations are publicly disclosed and PFDs must file Financial Disclosure Reports.

PFDs may handle campaign funds from:
- Campaign committee of employing Senator;
- Campaign committee established and controlled by a Senator or group of Senators (e.g., DSCC and NRSC); or
- State or local committee of a national party

- No soliciting or receiving federal, state or local campaign contributions in a federal building (18 U.S.C. § 607)
  - But safe harbor provision for unsolicited contributions forwarded to campaign within 7 days of receipt

- No soliciting or receiving contributions connected to official action (18 U.S.C. § 201)

For misdirected campaign calls, letters, or emails, you may either:
- Forward the inquiry to the campaign office for action; or
- Provide the campaign phone number and address to the individual seeking information; but
- You cannot provide link to campaign website (Internet Usage Policy)

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**U.S. Senate Select Committee on Ethics**

**Campaign Activity Training**

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**Official and Campaign Travel**

- Before travel, determine if the trip is official or campaign. Appropriate side must pay all travel expenses.
- Mixed purpose travel is permissible, but you must prorate all expenses to accurately reflect the purpose of the trip.
  - Contact the Rules Committee for questions about reimbursable travel expenses.
  - Contact the FEC for questions about expenditures of campaign funds.

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**Permissible “Overlap”**

- Official and campaign schedulers may coordinate.
  - Official scheduler cannot schedule campaign activities (e.g., RSVP to campaign events, book campaign travel).
  - Official scheduler may maintain a master calendar.
- Official communications staff may answer a few incidental campaign questions raised in an official briefing or interview.
- Senate office may provide copies of public material to the campaign.

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**Moratoria**

- For 60 days before a primary (if your Senator is running) or general election (always), the following activities are prohibited:
  - Sending mass mailings.
  - Using official funds for certain travel expenses.
  - Using Senate television or recording studios.
  - Using official funds to maintain a mobile office.
  - Sending unsolicited mass email.
  - Certain use of official social media and internet.
- No moratorium for primary election if uncontested and no legal possibility for a write-in candidate.

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