

# U.S. SENATE SELECT COMMITTEE ON ETHICS CAMPAIGN ACTIVITY TRAINING



**CAMPAIGN  
ACTIVITY**

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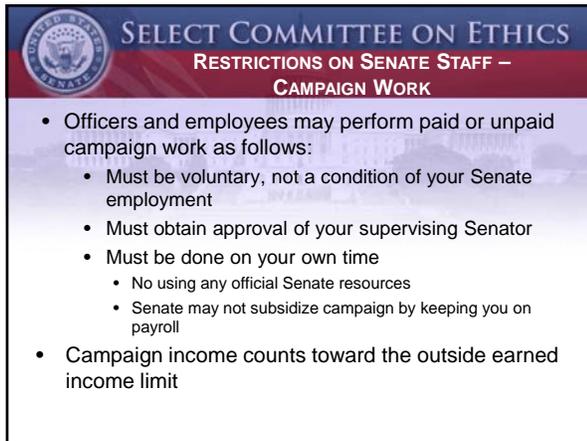
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**RESTRICTIONS ON SENATE STAFF –  
CAMPAIGN WORK**

- Officers and employees may perform paid or unpaid campaign work as follows:
  - Must be voluntary, not a condition of your Senate employment
  - Must obtain approval of your supervising Senator
  - Must be done on your own time
    - No using any official Senate resources
    - Senate may not subsidize campaign by keeping you on payroll
- Campaign income counts toward the outside earned income limit

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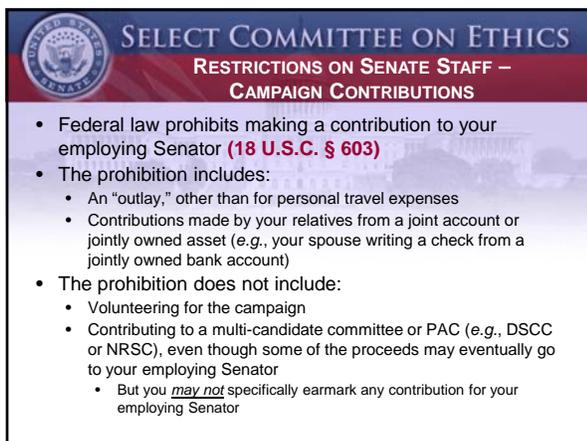
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**RESTRICTIONS ON SENATE STAFF –  
CAMPAIGN CONTRIBUTIONS**

- 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), even though some of the proceeds may eventually go to your employing Senator
    - But you *may not* specifically earmark any contribution for your employing Senator

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# U.S. SENATE SELECT COMMITTEE ON ETHICS CAMPAIGN ACTIVITY TRAINING

 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON SENATE STAFF –  
HANDLING CAMPAIGN FUNDS**

- Officers and most employees *may not handle* (solicit, receive, be the custodian of, or distribute) *any federal campaign funds* (**Senate Rule 41**)
  - Unique to the Senate
- Officers and employees *may*, however, assist with and attend federal campaign fundraisers, provided their role does not involve handling campaign funds
  - Hosting a fundraiser is deemed to involve handling campaign funds and is therefore prohibited
- This prohibition does not apply to state and local campaign funds

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 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON SENATE STAFF –  
EXCEPTION FOR PFDs**

- Each Senator may designate up to 3 Political Fund Designees (PFDs) on his or her personal office staff
  - PFDs must have a salary of at least \$10,000
  - At least 1 PFD must be in the DC office
  - PFDs must file certain Financial Disclosure Reports, regardless of salary
- With the permission of their supervising Senator, PFDs *may* handle campaign funds from the following:
  - Campaign committee of employing Senator
  - Campaign committee established and controlled by a Senator or group of Senators (e.g., DSCC and NRSC)
  - State or local committee of a national party

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 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON THE SENATE OFFICE –  
GENERAL PRINCIPLES**

- Senate resources may not be used for campaign activity (**31 U.S.C. § 1301**)
- Senate resources include:
  - Senate space (e.g., Dirksen cafeteria)
  - Senate equipment (e.g., Senate mobile device)
  - Senate staff time
  - Senate title (e.g., “Legislative Assistant, Senator X”)
  - Senate work product

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# U.S. SENATE SELECT COMMITTEE ON ETHICS

## CAMPAIGN ACTIVITY TRAINING

 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON THE SENATE OFFICE –**  
**MISDIRECTED MATERIALS**

- **Contributions:** No soliciting or receiving federal, state or local campaign contributions in a federal building (**18 U.S.C. § 607**)
  - 7-day safe harbor for unsolicited contributions
  - **Never** accept a contribution connected to official action (**18 U.S.C. § 201**)
- **Correspondence:** 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
    - May not provide link to campaign website (**Internet Usage Policy**)

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 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON THE SENATE OFFICE –**  
**LIMITED OVERLAP**

- The following types of limited overlap between the Senate office and the campaign are permissible:
  - Official and campaign schedulers may coordinate
    - Official scheduler may not schedule campaign activities (e.g., RSVP to campaign events, book campaign travel)
  - Official communications staff may answer a few incidental campaign questions raised in an official briefing or interview
    - Senate office may not act as the campaign press operation
  - Senate office may provide a copy of public material to the campaign
  - Campaign may not reissue materials prepared by the Senate office

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 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON THE SENATE OFFICE –**  
**MIXED PURPOSE MATTERS**

- For calls, letters, and emails related to both campaign and official matters, you may respond to the official portion of the inquiry and forward or redirect the campaign portion
- For travel involving both campaign and official events, you must pro rate 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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# U.S. SENATE SELECT COMMITTEE ON ETHICS CAMPAIGN ACTIVITY TRAINING

 **SELECT COMMITTEE ON ETHICS**  
**RESTRICTIONS ON THE SENATE OFFICE –  
MORATORIA**

- 60 days prior to a primary or general election the following activities are prohibited:
  - Using official funds for certain travel expenses
  - Using Senate television or recording studios
  - Using official funds to maintain a mobile office
  - Sending mass mailings
  - Sending unsolicited mass email
  - Certain use of official social media and internet
- No moratorium for primary election if it is uncontested and there is *no legal possibility* for a write-in candidate
- Contact Rules Committee for additional guidance

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 **SELECT COMMITTEE ON ETHICS**  
**CONTACT THE COMMITTEE**

**If you have any questions,  
please contact the Committee**

**(202) 224-2981 (main)    (202) 224-7416 (fax)**

**mailbox\_office@ethics.senate.gov (email)**

*Committee guidance is confidential*

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