

## Political Public File Checklist

Station: WNDH

What Candidate or Issue:

Election: GENERAL 2018

Needed Paperwork - must be placed in file as soon as possible.

- Inquiry Form - an inquiry form must be fully filled out for each request for political broadcast time
- Agreement form - must be fully filled out for each contract
- BCRA certification for federal candidates
- Order
- Payment – a copy of the check- do not copy currency
- Invoice - place in file as soon as it's available. Since this is not always available in a timely fashion, a statement should be placed in the file directing the viewer to the sales dept. where airtime information may be obtained.

There should be one file per candidate/issue per election. The Political Disclosure Statement is not a public file requirement, but, the FCC recommends that it be placed in the file. Place your Political Disclosure Statement in your public file. Provide disclosure to every requestor of political broadcast time.

POLITICAL INQUIRY FORM  
(TO BE COMPLETED BY STATION REPRESENTATIVE RESPONDING TO THE INQUIRY)

**INSTRUCTIONS:** This form must be completed as to all requests, both oral and written, for broadcast time to be used by or on behalf of (1) a candidate for public office or (2) persons who wish to communicate a message relating to "any political matter of national importance," as defined in the Bipartisan Campaign Reform Act of 2002. It is to be kept in the Station Public File for a period of two years.

STATION WNDH

DATE OF REQUEST: 9-28-18

INQUIRY MADE BY: KELLY MEYERS

AGENCY (if any):

ADDRESS OF AGENCY:

CITY, STATE, ZIP OF AGENCY:

TELEPHONE NUMBER OF AGENCY:

CANDIDATE:

ORGANIZATION OR SPONSORING AUTHORITY (WHO WILL PAY):

IF SPONSOR IS A COMMITTEE, NAME OF COMMITTEE: HOLGATE SCHOOL LEVY COMMITTEE

ADDRESS OF COMMITTEE: 103 FRAZIER STREET

CITY, STATE, ZIP OF COMMITTEE: HOLGATE, OHIO 43527

TELEPHONE NUMBER OF COMMITTEE: (419) 264-2521

COMMITTEE OFFICERS:

Chairman: Kelly Meyers

Vice Chairman: Lynesa Knick

Treasurer: LISA JONES

Secretary:

Is this the Candidate's Authorized Committee?  yes ( ) no

OFFICE SOUGHT:

( ) federal

( ) state

PARTY AFFILIATION:

local

ELECTION AND DATE:

( ) primary

general

FOR ISSUE ADS ONLY:

- a. Candidate(s) and offices (if any) referred to: \_\_\_\_\_
- b. Federal election(s) (if any) referred to: General Election
- c. Issue(s) discussed: HOLGATE SCHOOL LEVY
- d. Name, Address, Phone Number of Contact: KELLY MEYERS  
103 FRAZIER STREET, HOLGATE, OHIO (419) 264-2521

DATES REQUESTED: see attached

LENGTH OF SPOT/PROGRAM TIME REQUESTED: \_\_\_\_\_

REQUEST MADE:

in writing  orally  
If request is made in writing, attach and retain.

STATION OFFER: WV/DH

DISPOSITION OF REQUEST:

granted  denied  
If not granted, state reasons in space below. If denied in writing, attach and retain. If granted, attach contract and invoice, when available.

REQUEST FOR DOCUMENTATION THAT CANDIDATE IS LEGALLY QUALIFIED:

yes  no  
Attach any written documentation received.

DATE POLITICAL DISCLOSURE FORM SUBMITTED TO REQUESTOR: \_\_\_\_\_

COMMENTS

STATION REP	<u>[Signature]</u>
REVIEWED	

# AGREEMENT FOR POLITICAL BROADCASTS

Station: WVDH Location: NAPOLEON, OHIO Date: 10/1/2018

Legally Qualified Candidate: \_\_\_\_\_

Sponsoring Committee or Legal Entity HOLGATE SCHOOL LEVY COMMITTEE

Address: 103 FRAZIER STREET HOLGATE, OHIO 43527

Phone: (419) 264-2521 Party Affiliation: \_\_\_\_\_ Office Sought: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Insertion Number: \_\_\_\_\_ Starts: \_\_\_\_\_ Ends: \_\_\_\_\_

Total Announcements or Programs: \_\_\_\_\_ Gross Charge: \_\_\_\_\_ Net Charge: \_\_\_\_\_

Class of Time: \_\_\_\_\_ Entity Furnishing Payment: \_\_\_\_\_

Type of Entity:  Committee  Corporation  Association  Individual  Other Unincorporated Group

Chief Executive Officer of Entity: \_\_\_\_\_


SEE  
ATTACHED

I, Kent Seemann being/on behalf of Holgate School Levy Com. do represent that the above-referenced candidate is legally qualified for the office sought and that the advance payment for the above-described broadcast time has been furnished by the entity shown and you are authorized to so describe the sponsor in your log and to announce the announcement/program as paid for by said entity. The broadcast schedule is set forth in the attached order and incorporated herein by this reference.

It is my understanding that: If this is a candidacy the rates charged are the lowest unit rates if within 45 days of the election or within 60 days of the General Election; otherwise these rates do not exceed the charges made for comparable use of such station by others and are the same uniform rates for comparable station time charged all such other candidates for the same public office described above.

It is agreed that this contract for broadcast is governed by The Communications Act of 1934, as amended, and the FCC's Rules and Regulations. I further agree to indemnify and hold harmless the station for any damages or liability that may ensue from the performance of the broadcast. I agree to provide the station a script or transcription at least two business days prior to broadcast. This agreement will be available for public inspection as required by Federal law and regulation.

  
Candidate, Agent or Supporter

  
Approved for Station

10-1-18  
Date

10/1/18  
Date

Certification

Pursuant to Section 305 of the Bipartisan Campaign Reform Act of 2002, I hereby certify as follows:

The announcements to be aired pursuant to this purchase of air time will not make direct reference to another candidate for the same office, unless such reference meets the requirements of Section 305(a) of the Act. Specifically,

(i) If this purchase is for radio time and there is a direct reference to an opposing candidate, the material to be broadcast will include a personal audio statement by the purchasing candidate that identifies him or her and the office he or she is seeking, and indicates that he or she has approved the broadcast.

(ii) If this purchase is for television time and there is a direct reference to an opposing candidate, the material to be broadcast will include a clearly identifiable photo or other image of the purchasing candidate and a clearly readable printed statement, identifying the candidate and stating that he or she has approved the broadcast and that his or her authorized committee paid for the broadcast. The photo and the printed statement will appear simultaneously at the end of the broadcast for a period of no less than 4 seconds.

I understand that the station is relying upon this certification in order to comply with my request for air time at the station's "lowest unit charge."



Signature

10-1-18

Date

Treasurer/CFO

Title



