

QUARTERLY MASS MAILINGS & COMMUNICATIONS REPORTING FORM

PLEASE SUBMIT YOUR COMPLETED FORM TO THE FINANCE OFFICE, 263 CANNON HOUSE OFFICE BUILDING

Part I												
1.				2.			3.			4.		
Member's Name (please print or type)				State			District			Office Mail Account Number		
5.			6.				7.					
Year		Calendar Quarter			Reporting Period (mm/dd/year – mm/dd/year)							

Part II					
	Description of Communication	Date(s)	Means of Distribution	Number Distributed	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Grand Total					

Member's Signature _____

Date
(mm/dd/year) _____

SEE INSTRUCTIONS ON PAGE 2

QUARTERLY MASS MAILINGS & COMMUNICATIONS REPORT

The Chief Administrative Officer (CAO) is required to publish in the quarterly Detailed Statement of Disbursements of the U.S. House of Representatives (House) a summary tabulation setting forth for the office of each Member of the House (Member) the total number of mass communications distributed during the corresponding quarter, the total cost of those communications, and the average cost and number of distributed per household (Private Delivery Stop) in the Member’s district. To ensure that the CAO is able to fulfill this requirement, each Member is required to file a Quarterly Mass Mail and Communications Report at the close of each calendar quarter, stating the total number of mass mailings and/or communications and the total cost of such communications distributed by the Member during the quarter.

This report must be filed with the Finance Office within 2 weeks after the close of the quarterly reporting period.

Note: The *Statement of Disbursements* shall also include a list of those Members who fail to comply with this reporting requirement.

INSTRUCTIONS FOR COMPLETING THE MASS MAILINGS AND/OR COMMUNICATIONS QUARTERLY REPORT FORM			
Part I			
Box 1:	Print or type Member’s name		Box 5: Insert corresponding year
Box 2:	Insert name of Member’s home state		Box 6: Insert number of corresponding quarter (1 st , 2 nd , 3 rd , or 4 th)
Box 3:	Insert number of the Congressional District the Member represents		Box 7: Insert dates of corresponding quarter (mm/dd/year – mm/dd/year)
Box 4:	Insert 5 digit office mailing account number assigned to the Member		
Part II			
<p>For each mass mailing or communication distributed during the reporting period insert in the designated column the following information:</p> <p>Description of the mailing/communication – letter, newsletter, meeting notice, telephone town hall meeting, etc.</p> <p>Date(s) - The date reported for a mass mailing shall be the date on which the mass mailing was deposited to the USPS; for all other mass communications, the date shall be the date(s) on which the communication was published, posted, broadcast, or otherwise distributed.</p> <p>Means of Distribution –USPS/franked mail, automated telephone call, newspaper/TV/radio/web advertisement, poster/flyer, etc.</p> <p>Number Distributed – for example:</p> <ul style="list-style-type: none"> • The number reported for a mass mailing, shall be the number of mail pieces. • The number reported for automated telephone calls, shall be the number of calls placed. • The number reported for a newspaper ad shall be the number of newspapers distributed in the district (as provided by the newspaper) multiplied by the number of days on which the ad was published. • The number reported for a radio/TV advertisement shall be the number of listeners/viewers in the district (as provided by the station) multiplied by the number of times the advertisement was broadcast. • The number reported for a web ad shall be the average number of hits the page receives/day (as provided by the owner of the web site; if possible, hits from residents of the district) multiplied by the number of days posted. • The number reported for posters/flyers shall be 500+. <p>Total cost - The amount reported shall be the total cost of the printing, production and/or distribution via whatever means.</p> <p>Grand Total: The amount reported shall be the total number distributed and the aggregate costs of the printing, production, and distribution of all mass mailings and/or communications distributed in the reporting period.</p>			