

QUARTERLY MASS MAILINGS & COMMUNICATIONS REPORT FORM

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 mailings / communications distributed during the corresponding quarter, the total cost of those mailings & communications, and the average cost and number distributed per household (Private Delivery Stops) 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 Mailings & Communications Report at the close of each calendar quarter, stating the total number of mass mailings & 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	Select the status of the Member either Current or Prior.	Box 6	Insert the corresponding year.
Box 2	The Member's name will display after clicking on Calculate and Print on the last page.	Box 7	Select the number of the corresponding quarter (1 st , 2 nd , 3 rd , or 4 th).
Box 3	Insert the 2 character postal code of Member's home state.	Box 8	The reporting periods will be displayed based on the quarter selected.
Box 4	Insert the number of the Congressional District the Member represents.	Box 9	This box is for future use.
Box 5	The office mailing account number will display after clicking on Calculate and Print.		

Part II

For each mass mailing / communication distributed during the reporting period insert in the designated column the following information:

Description of the mailing / communication – Select option from dropdown.

Date(s) - The date reported for a mass mailing / communications shall be the date(s) on which the mailing / communication was e-mailed, placed, published, posted, broadcast, or otherwise distributed.

Means of Distribution –Select option from dropdown.

Number Distributed – for example:

- The number reported for USPS or franked mail, shall be the number of pieces mailed;
- The number reported for an e-newsletter/questionnaire, shall be the number sent;
- 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) or the number of households (Private Delivery Stops) in the district, whichever is less, 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) or the number of households (Private Delivery Stops) in the district, whichever is less, 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) or the number of households (Private Delivery Stops) in the district, whichever is less, multiplied by the number of days posted.
 - An impression is the number of times an advertisement is shown.
 - A click-thru is the number of times users click on an advertisement.
- The number reported for **posters/flyers/handouts** shall be 500+.

Total cost - The amount reported shall be the total direct cost of the production and/or distribution via whatever means.

Report Total: The amount reported shall be the total number distributed and the aggregate costs of production, and distribution of all mass mailings / communications distributed in the reporting period.

THE COMPLETED FORM MUST BE DATED, SUBMITTED ELECTRONICALLY BY/ON THE DUE DATE, RETAIN A COPY OF THIS REPORT SUBMISSION IN YOUR OFFICE.

QUARTERLY MASS MAILINGS & COMMUNICATIONS REPORT FORM

PLEASE SUBMIT YOUR COMPLETED FORM ELECTRONICALLY AND F9H5-B'5'7 CDMC: 'H<-G'F9DCFH'GI 6 A-~~GG-CB~~-B'MCI F'C: : -79.

Part I												
1.		2.					3.		4.		5.	
Status		Member's Name					State		District		Office Mail Account Number	
6.		7.		8.					9.			
Year		Calendar Quarter		Reporting Period (mm/dd/year – mm/dd/year)								

Part II					
	Description of mailing / Communication	Date(s)	Means of Distribution	Number Distributed	Total Cost
1					
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Report Totals		
Mass Mailings	Number Distributed	Total Cost
Report Totals for SOD Reporting		
Report Averages for SOD Reporting		
Mass Communications	Number Distributed	Total Cost
Report Totals for SOD Reporting		
Report Averages for SOD Reporting		

Submitters Email Address

Date Submitted
(mm/dd/year)