



Sample Assuming Office Letter

June 2016

To: Newly Appointed Partnership Board of Directors

Re: Form 700 Information for Partnership Board Members – Due July 2016

Welcome to the Board of Directors of the California Partnership for the San Joaquin Valley (Partnership). The California Fair Political Practices Commission requires that all newly appointed members provide an *assuming office* Form 700 which must be postmarked **within 30 days of your being sworn in**. Attached to this message are copies of the explanatory pamphlet and the Form 700.

The pamphlet and form can also be found online at: <http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf> and <http://www.fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf>

The form in Excel format be downloaded here: <http://www.fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf>

Please remember to only attach the applicable Cover Page and Schedule(s) and do not include instructions and schedules that are not applicable to you.

To help expedite the processing of your forms and alleviate the need to file a Form 700 Amendment, required if *any* edits are made to the original Form 700 filing, please ensure that you:

1. Submit the *originally signed* Form 700 Cover Page (with the *correct page total noted* and *appropriate Schedule boxes checked*).
2. Attach all Schedules (with your name in upper right hand corners) and complete each section.
3. Double-check that each form is complete.
4. Do not include pamphlet pages or blank Schedules in the total filing (page number).

Statements received after the due dates are subject to a fine of \$10.00 per day (maximum not to exceed \$100). In addition, late and non-filers are subject to additional enforcement action by the FPPC. **For technical assistance, please go to www.fppc.ca.gov.**

550 E Shaw Ave, Suite 230
Fresno, California 93710

559.278-0721 p
559.278-6663 f

www.sjvpartnership.org

Please mail your Form 700 filings, with original signature, **directly to our office:**

California Partnership for the San Joaquin Valley

Attn: Emily Pasquarelli

550 E Shaw Ave, Suite 230

Fresno CA 93710

The filing of the Form 700 is an annual event and you will be reminded of the requirement when your next filing is due.

Thank you for your prompt response to this request; I look forward to seeing you at the next board meeting.

Best regards,

A handwritten signature in black ink, appearing to read 'M. Dozier', with a stylized flourish at the end.

Mike Dozier

Lead Executive