



# FPPC Workshop Request Form

Education and External Affairs Unit, Legal Division

To request a seminar please complete the form below, save it in PDF format, and e-mail it to: [seminars@fppc.ca.gov](mailto:seminars@fppc.ca.gov). Though we attempt to accommodate all requests, completion of this form does not guarantee that we will be able to fulfill your request. Please contact us at the e-mail address above if you have further questions. Thank you for your interest in FPPC training!

## Contact Information:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*If the contact person at the workshop is different than the contact noted above, please provide:*

On-Site Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

## Workshop Topic:

### Trainings for Filing Officers:

- Campaign Filing Officer
- Form 700 Filing Officer

### Trainings for Filers/Committees:

- Form 700 Filers
- Candidate/Treasurer (election date: \_\_\_/\_\_\_/\_\_\_)
- General Purpose Committee
- Section 84308 (Levine Act)
- Other: \_\_\_\_\_

### Workshop Date:

1st choice date: \_\_\_/\_\_\_/\_\_\_

2nd choice date: \_\_\_/\_\_\_/\_\_\_

### Workshop Time:

- 10 a.m. – 12 p.m.
- 1 p.m. – 3 p.m.
- 2 p.m. – 4 p.m.
- 5 p.m. – 7 p.m.
- Other: \_\_\_\_\_

If you have additional information you would like to include regarding your workshop request, please complete the Workshop Information field on the next page of this form.

For more information and descriptions of these training topics, please check out the [FPPC's website!](#)

## Workshop Location:

Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Location/Room: \_\_\_\_\_ Room Capacity: \_\_\_\_\_ # of expected attendees\*: \_\_\_\_\_

*\*Fewer than 25 attendees could result in the cancellation of a scheduled workshop.*

## Workshop Equipment:

- |                  |  |                              |                             |
|------------------|--|------------------------------|-----------------------------|
| Can you provide: | Laptop   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                  | Microphone   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                  | Projector <i>(must provide if FPPC travels by air to location)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Can you receive an e-mailed PowerPoint presentation and make presentation copies for attendees?  
 Yes  No

Will technical staff be available during the workshop to ensure that equipment is working properly?  
 Yes  No

**Workshop Travel:**

Can agency pay for travel and related expenses\* to bring FPPC staff to workshop?  Yes  No

*\*Effective December 12, 2023, the California Department of Finance issued a [budget letter](#) instructing state agencies to take immediate action to reduce expenditures, including ceasing all non-essential travel, such as participation in seminars and conferences for the remainder of the fiscal year. Therefore, the FPPC may be limited in its ability to travel and provide in-person workshops.*

**Workshop Information:**

Is there any additional information you would like to share about your workshop request?

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*Please note that the FPPC does not permit the recording of our workshops and webinars. The FPPC has prerecorded [YouTube tutorials](#) that can be accessed online.*