



Orange County Public Schools
ANNUAL LOBBYIST REGISTRATION FORM

INSTRUCTIONS:

- Attach to this Annual Lobbyist Registration Form a signed statement from a duly authorized representative of the represented Entity that the Lobbyist is authorized to represent the Entity.
If the Lobbyist is a corporation or partnership, a separate form must be completed and a \$25.00 check, made payable to The School Board of Orange County, Florida, must be remitted for each individual employee in the corporation or each individual partner of the partnership, as the case may be, who will engage in lobbying activities.
Prior to the expiration date of the registration year the Lobbyist will, submit another Registration Form with a Signed Statement and a \$25.00 check to: Ethics Compliance Officer, Orange County Public Schools, Office of Legal Services, 445 West Amelia Street, Orlando, FL 32801-1129.

PART I: Lobbyist Information

Registration Period: Begin Date: _____, 20____ End Date: _____ 20____

Name of Lobbyist: _____

Firm or Partnership Name (if applicable): _____

Business Address (Street/P.O. Box, City, and Zip Code): _____

Business Phone: () _____ Fax: () _____

Email Address: _____

Is there any business, professional, or family relationship between you or any of your employees and any OCPS Employee, the Superintendent, any School Board Member, or any School Board program managers or consultants? [] Yes [] No

If yes, please disclose with whom, and the nature of the relationship:

PART II: Represented Entity's Information

Name of Entity represented: _____

Is the Entity currently bidding on a contract with OCPS? [] Yes [] No

If yes, describe the products or services which are the subject of the bid: _____

Business Address of Entity (Street/P.O. Box, City, and Zip Code): _____

Entity's specific area(s) of governmental interest: _____

Is the Entity a corporation, limited liability corporation, or association? [] Yes [] No

If yes, please name the chief executive officer: _____

Is the Entity a general partnership or joint venture? [] Yes [] No



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If yes, please list the names of all partners holding, directly or indirectly, 5% or more of the total assets or capital stock of the partnership or joint venture:

Is the Entity a limited partnership? [] Yes [] No

If yes, please list the names of all the general partners and managing partners holding, directly or indirectly, 5% or more of the total assets or capital stock of the limited partnership:

Is the Entity a trust? [] Yes [] No

If yes, please name all trustees or beneficiaries: _____

Is the Entity a partnership, joint venture, corporation, association, trust, or nongovernmental entity other than a natural person? [] Yes [] No

If yes, please name all natural persons holding, directly or indirectly, 5% or more of the total assets or capital stock of the entity:

INFORMATION:

- All updated information regarding policies, procedures, and lobbyist related forms may be found on the Office of Legal Services' website at http://legal.ocps.net.
Lobbying prior to registration is prohibited and may result in penalties to the Lobbyist and/or the represented Entity.
A Lobbyist shall notify the OCPS Ethics Compliance Officer in writing if he/she ceases to Lobby for the represented Entity.
Texting between Lobbyists and School Board Members is prohibited. Texting between Lobbyists and other OCPS Personnel is permitted solely for the purpose of exchanging transitory messages.
Prior to any meeting at the OCPS Ronald Blocker Education Leadership Center (ELC), each Lobbyist must sign in at the reception area. If the meeting occurs outside of the ELC, each Lobbyist must submit, in writing, his/her name, entity represented, date and the topic of the meeting to the Ethics Compliance Officer within 10 days of the meeting.
By April 1 of each year, all registered lobbyists must submit a Lobbyist Annual Expenditure Report to the Ethics Compliance Officer. This report must list all expenditures incurred during the preceding year by the Lobbyist on behalf of each entity represented.
Any Lobbyist no longer lobbying for an entity must file a written notice with the Ethics Compliance Officer at the time of withdrawal.
No Contact Period is defined as the time after procurement solicitation documents are issued, but before the contract is awarded by OCPS. No lobbying may take place during this time. Additionally, no campaign contributions may be provided to School Board Members or candidates for the School Board during this time.
Former OCPS Employees: Until 2 years have passed from his/her employment with OCPS, a former employee may not lobby for compensation before the School Board, with two exceptions: collective bargaining or other organized labor representations of employees, and if the employee is granted a hardship waiver by the School Board.

Certification:

I swear that I have reviewed all of the material in this attached document and affirm that the information contained in this "Annual Lobbyist Registration Form" including any attachments, to the best of my knowledge and belief are true, correct and complete.

Signature: _____

Print Name: _____ Date: _____