

Trade Association PAC Member Company **Employee Solicitation Guidelines**

Raising employee personal funds for XX Association PAC can be done by following these easy steps:

1. Sign the enclosed "Permission to Solicit Form" designating XX Association PAC as the sole political action committee (PAC) authorized to solicit your "executive and administrative" employees.
2. Develop a list of all eligible employees to be solicited. An eligible employee is any employee considered to be an "exempt employee" (i.e. a salaried and not an hourly employee). **You may not reimburse your employees for their personal contributions to XX Association PAC.**
3. Here you have three options:
 - a. Send the above list electronically in excel format to XX Association via email. XX Association staff will send letters, brochures and solicitation materials to the employees listed.
 - b. Request the necessary PAC materials from XX Association and send these along with the sample letter or one of your own drafting (please allow XX Association staff to review for legality if drafting your own communication) to your eligible employees.
 - c. Set up a payroll deduction system at your company, by which the employee's contribution is deducted over the course of the entire year, using the XX Association PAC payroll deduction instructions.
4. You may collect your employees' checks or have them sent directly to XX Association PAC in the return envelopes provided. If you choose to collect the checks, please forward them to XX Association PAC in a timely manner, as checks may not legally be held for more than 10 days before deposit.

Your contribution to XX Association PAC must be personal – not corporate. Contributions to this committee are not deductible on federal tax returns. Maximum annual individual contribution is \$5,000. The guidelines above are merely suggestions. You are free to contribute more or less than the guidelines suggest, and you will be neither advantaged nor disadvantaged by how much you contribute or your decision not to contribute. All contributions are voluntary. You may refuse to contribute without reprisal.

XX Association PAC Company Solicitation Regulations

The Laws You Must Abide By

1. Only salaried executive, managerial or professional employees of XX ASSOCIATION member companies may be asked to contribute to XX ASSOCIATION PAC.
2. Before any employee of a XX ASSOCIATION member company can be asked to contribute to the PAC, the owner, CEO or other responsible individual representing the corporation must authorize XX ASSOCIATION PAC to solicit contributions. This authorization is given when a XX ASSOCIATION member company 'joins' XX ASSOCIATION PAC for the calendar year by executing the prior authorization form. Membership in XX ASSOCIATION PAC authorizes you to ask for contributions from salaried executive, managerial and professional employees of that company.
3. XX ASSOCIATION PAC contributions may be solicited in person, by phone, by mail or by email. You may ask for contributions once your company joins XX ASSOCIATION PAC. All solicitations must include the following disclaimer:
Your contribution to XX ASSOCIATION PAC must be made with a personal check or credit card – not corporate. Contributions to this committee are not deductible on federal tax returns. Maximum annual individual contribution is \$5,000. Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose aggregate contributions are in excess of \$200 in a calendar year. All contributions are voluntary. You may refuse to contribute without fear of reprisal. Contributions from foreign nationals are prohibited.
4. A fully-completed contribution form (which has been provided to you by XX ASSOCIATION PAC) must accompany each contribution.
5. Cash can be contributed up to \$100. Contributions greater than \$100 must be given in the form of personal check, Visa or Mastercard, or pledge bill. The maximum annual contribution to XX ASSOCIATION PAC is \$5,000 per individual.
6. Contributions collected by a member company must be sent to XX ASSOCIATION PAC within 10 days.
7. Contributions to XX ASSOCIATION PAC are not tax deductible.