



Know Your Rights Under the Law

CONTRIBUTION GUIDELINES



YOU CAN'T!

YOU CAN!

YOU MUST!





It is essential for AFSCME members to understand the laws that control contributions to PEOPLE. The guidelines presented here are based on the Federal Election Campaign Act. Before getting involved in fundraising, make sure you understand the following guidelines.

Go Ahead!

YOU CAN ask AFSCME members and their families to contribute to PEOPLE. However, you must tell them that they are free to refuse to contribute without fear of reprisal and that their contributions will be used for political purposes to support federal candidates.

YOU CAN ask your members to contribute to PEOPLE through payroll check-off where it is available. Contact PEOPLE at AFSCME's International Headquarters for instructions on how to start a PEOPLE check-off program.



YOU CAN raise voluntary contributions for PEOPLE in many ways: fundraising dinners, dances and sales of fundraising items. But only AFSCME members and their families can be asked to buy tickets to such events.

YOU CAN use treasury money to pay for the cost of PEOPLE fundraising events or to buy fundraising sale items. But treasury money expenditures for PEOPLE fundraising costs may not exceed one-third of the voluntary money which is raised.

YOU CAN distribute literature about federal candidates to your members and their families. However, the literature must be prepared by the union—you cannot reproduce all or part of a candidate's literature.

YOU CAN use union publications to urge members and their families to vote for or support or oppose federal candidates, so long as such publications are not distributed to non-members or to the general public.

YOU CAN conduct voter registration drives and get-out-the-vote drives aimed at AFSCME members and their families.

Phone banks can be used for this purpose. You may urge members and their families to vote for candidates supported by AFSCME, but you may not withhold assistance in getting members to the polls based on an individual's political preference.

YOU CAN contribute treasury funds to certain non-partisan, non-profit civic organizations, which conduct voter registration and get-out-the-vote drives aimed at the general public.

YOU CAN if your state permits, contribute treasury money to state and local candidates and ballot initiatives. But such contributions should be accompanied by a letter stating that the funds may not be used in connection with federal candidates or federal elections. You should comply with all state rules on reporting and disclosure of contributions.

YOU CAN suggest a contribution level; however, you must inform the potential donor that it is only a suggestion and that the potential donor is free to contribute more or less than that sum or not at all, and the union will not favor or disadvantage them for doing so.

YOU CAN!



Hold It!

YOU CANNOT contribute union treasury money to any federal candidate, national political party or any political committee that supports or opposes candidates for federal office. In certain states you cannot use treasury money to make contributions to state or local candidates, state political parties or political committees. If you don't know whether treasury funds can be used for political contributions in your state, you should consult your council or the general counsel's office at the International Union before making a contribution.

YOU CANNOT accept free prizes, party favors, printing or space from a corporation or governmental entity for use in connection with a PEOPLE fundraising event. Federal law prohibits corporate contributions to PEOPLE.

YOU CANNOT use treasury money to make communications that endorse or advocate the election or defeat of a federal candidate to non-members or the general public. This includes communications posted on a union website or e-mails sent to the general public.

YOU CANNOT accept anonymous (the contributor is unidentified) contributions over \$50.00. You also cannot accept cash contributions in excess of \$100.00.

YOU CANNOT deduct contributions to PEOPLE as charitable contributions for federal income tax purposes.

YOU CANNOT solicit PEOPLE contributions on a webpage that can be viewed by the general public.

YOU CANNOT solicit or receive contributions from individuals who are not citizens or permanent residents. Penalties have increased for the solicitation and receipt of contributions from individuals who are not permanent residents. Foreign nationals cannot contribute to federal or state elections.





Don't Forget!

YOU MUST keep records of contributions collected for PEOPLE.

- For contributions of \$50.00 or less collected at fundraising events (dinners, dances, raffles, sales of fundraising items): The total amount collected for the event, the name of the event, the date of the event and the price of a ticket or fundraising items sold must be recorded.

- For contributions over \$50.00: The name and address of the contributor, the date and amount must be recorded. This information must be obtained regardless of how the contributions are raised, e.g., if a member buys more than \$50.00 worth of tickets to a fundraising event, this information must be recorded.

- For contributions of more than \$200.00 (or aggregating more than \$200.00 from the same contributor in one year): The name and address of the contributor, his or her occupation and the name of his or her employer must be recorded.
- This information must be forwarded to PEOPLE along with contributions.

YOU MUST ask AFSCME members who wish to contribute to PEOPLE via check-off to sign individual PEOPLE check-off authorization cards. Federal law requires such authorization cards contain certain language. For this reason, you must use the check-off cards prepared by PEOPLE.

YOU MUST keep originals or copies of all check-off authorization cards signed by AFSCME members.

YOU MUST include the following disclaimer on all materials that advertise or are used in conjunction with your fundraising activities for PEOPLE: "In accordance with federal law, PEOPLE will accept contributions only from AFSCME members and

their families." In addition, federal law requires the following disclaimer appear in all such materials: "Contributions or gifts to PEOPLE are not deductible as charitable contributions for federal income tax purposes."

YOU MUST use a union printer and have a union bug on all printed fundraising materials.

YOU MUST transmit voluntary cash contributions to PEOPLE by cashier's check or money order. PEOPLE contributions must not be deposited into your treasury money account nor into a member's or officer's personal account. Contributions that have been deposited in the same account with treasury, dues money or personal funds cannot be accepted by PEOPLE.

YOU MUST transmit contributions to PEOPLE on time, otherwise you violate federal law. Contributions of \$50.00 or less must be transmitted to PEOPLE within 30 days from the date they are received. Contributions over \$50.00 must be transmitted to PEOPLE within 10 days of their receipt. You must retain all records for three years.

If you have questions not answered by these guidelines, contact:

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Gerald W. McEntee
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In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families.
Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.