



PAC Do's and Don'ts

to Ensure Compliance with Election Laws and Regulations

 DO	 DON'T
DO ask for-profit corporations, limited liability companies, and partnerships to make contributions to the COPA PAC.	DON'T make PAC contributions directly from an agency account.
DO have all solicitations come from the executive director/chief executive officer or designated PAC representative(s).	
DO ask salaried executive, managerial, administrative, volunteers and non-salaried employees to make individual personal contributions to the COPA PAC → Give the COPA PAC brochure.	
DO write solicitations on personal stationery or PAC letterhead.	DON'T use your not-for-profit agency letterhead.
DO ask the PAC staff for PAC letterhead or an electronic image of the PAC logo.	DON'T use your not-for-profit agency funds or other resources to underwrite fundraising mailings or activities.
DO communicate clearly to all individuals being solicited for PAC contributions that all PAC contributions are voluntary and that any amount given or the decision not to give will not affect job status, performance review, compensation, or employment.	DON'T suggest that you are acting on behalf of your agency when soliciting PAC contributions.
DO solicit PAC contributions during a lunch gathering, breaks, or after work hours.	DON'T include PAC solicitation during staff or other meetings.
DO discuss PAC participation before or after a board meeting, or during an official break in the meeting.	DON'T include discussion of board participation in the PAC during a board meeting.
DO have employees assist voluntarily with solicitation efforts.	DON'T have employees assist with solicitation efforts as part of their formal job responsibilities.
DO make it clear and understand that these contributions are not tax deductible.	DON'T claim PAC contributions as tax deductibles.

For questions, please call COPA PAC at (518) 436-0467.