

COLCPE CONTRIBUTIONS

Please read the instructions before filling out this form

Group contributions must be in the form of a cashier's check or a money order;
individual contributions may be made by personal check.

Branch name and number: _____

Date submitted: ____/____/____

Must be sent within 10 days of collection
if over \$50, or within 30 days if under \$50.

Address: _____

Phone number: _____

_____, _____
(City) (State) (ZIP Code)

Contributors:

Last Name First Name (If a group contribution list the branch, state or auxiliary name and number)		Social Security Number	Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$
15.			\$

Date collected: ____/____/____

TOTAL SUBMITTED: \$ _____

Event/method of collection: _____

Submitted by: _____

(Please Print Name)

(Title)

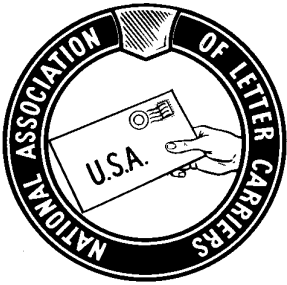
Contributions and completed form must be sent to:

National Association of Letter Carriers
COLCPE Contributions
100 Indiana Ave. NW
Washington, DC 20001-2144

TO BE COMPLETED AT NALC HEADQUARTERS

Date received: ____/____/____ Date posted: ____/____/____

Posted by (print last name): _____



COLCPE CONTRIBUTIONS

Instructions:

This form should be used for all COLCPE contributions, including individual, multiple individuals or group contributions.

Please fill out the form and send it to NALC Headquarters **within 10 days if the contribution is over \$50**, or **within 30 days if the contribution is under \$50**.

If you are listing a group contribution, label it only as one of the following: **branch, state or auxiliary**. For regional contributions, please attribute the contributions to a state or branch. Please include the branch or auxiliary number with the name.

Guidelines for COLCPE Collection and Solicitation

Who can contribute to COLCPE?

All NALC members, executive and administrative staff, and their immediate family household members.

Who can you ask to contribute COLCPE?

All NALC members, executive and administrative staff, and their immediate family household members.

Where must all contributions be mailed?

All contributions must be mailed to:
National Association of Letter Carriers
COLCPE Contributions
100 Indiana Ave. NW
Washington, DC 20001-2144

What information must you provide when you give a contribution to COLCPE?

If you give more than \$50 in a two-year election cycle to COLCPE, you must provide your name, address, and Social Security number when your contribution is collected.

If I want to contribute through Electronic Fund Transfer, can I use a deposit slip instead of a check?

No, you must use a voided check.

How much time do I have to send a contribution to NALC Headquarters once I have collected the contribution?

You have 10 days if the contribution is over \$50. (This includes a group contribution.) You have 30 days if the contribution is under \$50. (This includes a group contribution.)

Where can you ask members to contribute to COLCPE?

Anywhere **EXCEPT** USPS property.

When can you ask members to give to COLCPE?

Anytime when you and the members are **NOT** on the clock.

Can you ask members to contribute to COLCPE while in uniform, or while they are in uniform?

No, you can not ask a member while you are still in uniform and you can not ask a member while he or she is still in uniform.

Can the branch or state association use general treasury funds for mailings soliciting members to contribute to COLCPE?

Yes.

Can the branch or state association use general treasury funds to purchase refreshments for a COLCPE event?

Yes.

What are the guidelines for setting up a raffle for one-time contributors?

If you are planning on conducting a raffle for **one-time contributors** to COLCPE, you must use the following guidelines: you must use general treasury funds or money raised from the actual COLCPE raffle to purchase the prize. If you use general treasury funds, you must raise three times the cost of the prize. If the raffle falls short of reaching this goal, you must reimburse the general treasury with a portion of the funds raised.

EXAMPLE: A local branch spent \$300 of treasury funds to purchase a TV set as a raffle prize. The branch raised \$600 in COLCPE contributions from the raffle. Since one-third of the amount that was raised was \$200, and the cost of the prize was \$300, the branch must reimburse the general treasury \$100 from the money raised in the raffle to in order to be in compliance with Federal Election Commission regulations.

*You must call your Regional Field Coordinator before you announce your raffle to the membership.

What are the guidelines for setting up a raffle for automatic contributors?

If you are planning on having a raffle to reward members who have pledged to sign up for some form of automatic contribution or who are already signed up, you must follow these guidelines: the raffle must have a predetermined time limit, but must last at least one month. You are not permitted to announce the value of the prize until after the Legislative Department at NALC Headquarters has confirmed how much your branch or state association has raised through automatic contributions during the period of the raffle. The Legislative Department will also confirm the maximum permissible value of the prize. In addition, you can only use general treasury funds to purchase the prize.

*You must always call your Regional Field Coordinator before you announce your raffle to the membership.

Are 50/50 raffles permitted?

Yes.