



EMPAC OPERATIONS MANUAL

Effective August 2017

EMPAC Operations Manual

I. ORGANIZATIONAL STRUCTURE

WHAT IS A PAC? A PAC is a Political Committee.

The term "political committee" is defined as two or more individuals, or any person, or group, whose primary or incidental purpose is to support or oppose any candidate, political party, or attempt to influence the result of an election or which may receive contributions to repay loans or cover a deficit, or make expenditures to satisfy obligations of an election already held.

When an individual or a group begins activities for a political purpose, they become a political committee and are responsible to follow the guidelines of The Campaign Reporting Act.

WHAT IS EMPAC?

EMPAC, or the EMPLOYEES POLITICAL ACTION COMMITTEE, is the political arm of SEANC and is a subsidiary body of the Association with its own bylaws and elected officers. It was established to educate SEANC members about candidates for public office, endorse candidates who support state employee issues, and raise funds that may be contributed to campaigns. Only EMPAC has the ability to endorse candidates for public office.

When talking about EMPAC, four important points to remember are as follows:

- *Every SEANC member may participate in EMPAC activities and is encouraged to do so.
- *Contributions to EMPAC by members are strictly voluntary.
- *Contributions to EMPAC may be used to support endorsed candidates or to send Association representatives to political functions.
- *By law, no SEANC funds may be used for political contributions.

WHAT DOES EMPAC DO?

EMPAC has four main functions;

- To raise money.
- To endorse candidates.
- To provide educational training for SEANC members.
- To build strong allies in the state legislature.

NON-PARTISAN PLEDGE

Each member of an Area EMPAC Committee, and each member of the State EMPAC Committee, shall sign EMPAC's Non-partisan Pledge upon assuming the office, stating that their decisions will be non-partisan and that all comments and actions will be kept confidential. The pledge will also state that the EMPAC Committee member is not an officer of any political party. In addition, they must pledge not to publicly work for or support any candidate with time, money or other contributions before EMPAC endorsement decisions are finalized or thereafter for any candidate opposing an EMPAC endorsed candidate. (Publicly meaning "open to the judgment and knowledge of all.") If an individual refuses to sign the pledge, he/she will not be allowed to assume the office and their position on the EMPAC committee will be declared vacant. Members of an Area or state EMPAC Committee are never compelled to support or work for an endorsed candidate. However, if he or she decides to work for a

candidate in opposition to an endorsed EMPAC candidate, he or she shall forfeit their position on the Area or State EMPAC Committee. (See EMPAC's Non-partisan Pledge in Appendix 1)

STATE EMPAC

The State EMPAC shall consist of the Chair, Vice Chair, Immediate Past Chair and Area Committee Chairs. To have fair representation based on regional district membership, the Central Area (L) shall have three representatives, the Chair and two At-Large members, elected by the Area EMPAC and Area G shall have two representatives, the EMPAC Chair and one at-large member elected by the Area EMPAC. The EMPAC Treasurer, EMPAC Secretary, SEANC President or designee and SEANC Executive Director or designee serve as non-voting members.

The State EMPAC duties include:

1. Serve as administrative body of EMPAC.
2. Develop and administer all policies for the operation of EMPAC, including its organizational structure that lists each Area's Districts and counties of participation.
3. Develop and administer fiscal policies for the operation of EMPAC.
4. Assist in the education of the SEANC membership regarding EMPAC activities (endorsement, campaign support, grassroots lobbying and fundraising).
5. Identify annual EMPAC goals and disseminate information necessary to accomplish these goals.
6. Ensure compliance with laws, regulations and guidelines governing any EMPAC activity. Any unresolved issue at the Area EMPAC level will be referred to the State EMPAC for final resolution.
7. Organize statewide EMPAC fundraising activities as permitted by the state election laws.
8. Develop standard endorsement interview questions and determine information to be mailed to the candidates.
9. Meet to review Area EMPAC endorsement decisions to ensure that all eligible candidates were given proper consideration.
10. Announce endorsement decisions in proper public forum.
11. Review and approve all financial contributions to endorsed candidates.
12. Coordinate EMPAC Convention activities as approved by the State EMPAC Committee and the SEANC President. Among those activities should be:
 - a. The recognition of the delegates who contribute to EMPAC with a contributor ribbon on their convention name badges. Members who contribute receive a red, white and blue contributor ribbon.
 - b. Districts that reach certain contribution levels are recognized with special designated ribbons.
 - i. Districts which have 20% or more of their members contributing to EMPAC become gold districts and all delegate contributors in that district receive a second gold ribbon.
 - ii. Districts which have 40% or more of their members contributing become platinum districts and are recognized with a platinum ribbon.

Typically, the Area L EMPAC Committee puts the ribbons on the name badges the week before convention.

AREA EMPAC

The Area EMPAC shall consist of the Immediate Past Area Chair and the District Chairs, District EMPAC Chairs, and two at-large members from each district assigned to that Area all of whom shall be voting members. Alternate members shall vote only when attending in the absence of a voting member from their district.

Each Area EMPAC elects a Chair and Vice Chair from within the Committee membership. The chair will appoint a Secretary who will not have a vote unless they are a designated Committee member. The Area chair automatically

serves on the State EMPAC committee. Areas that have At-Large representatives shall elect them from their Area committee membership.

The Area EMPAC Chairman shall serve a two-year term concurrent with the term of the State EMPAC Chairman. District Chairs and District EMPAC Chairs shall serve on the Area EMPAC beginning October 1 in the year they take District office through December 31 of the following year. All other Area EMPAC members shall serve on a calendar-year basis.

The Area EMPAC duties include the following:

- 1 Organize and subdivide in the way most proper for carrying out all EMPAC functions at the Area level.
- 2 Provide training on all components of EMPAC (endorsement, campaign support, grassroots lobbying and fundraising) for SEANC members in that Area.
- 3 Establish endorsement support subcommittees as needed.
- 4 Establish structure and membership of Interview Teams, including a moderator.
- 5 Develop interview questions, in addition to the standard questions from the State EMPAC, as deemed appropriate.
- 6 Review recommendations of Interview Teams and affirm or deny the recommendations. Document reasons for all endorsement decisions to ensure accountability. Forward endorsement decisions to the State EMPAC for announcement in a proper public forum. All endorsement recommendations of the Interview Teams must be kept confidential.
- 7 Establish a process to effectively resolve any disputed issue. If not resolved, the issue will be referred to the State EMPAC for final action.
- 8 Coordinate with Districts to provide campaign support activities for endorsed candidates.
- 9 Immediately following the General Election, meet to debrief and evaluate the endorsement process and submit a summary of findings to the State EMPAC.
- 10 Establish and implement grassroots lobbying efforts.

DISTRICT EMPAC CHAIR

The District EMPAC Chair may be elected or appointed according to the bylaws of each SEANC District. The District EMPAC Chair is required to sign the EMPAC Non-Partisan Pledge.

The District EMPAC Chair duties encompass the following:

1. Serve as voting member of Area EMPAC.
2. Conduct annual workshop for District members to acquaint them with EMPAC goals, policies, SEANC Policy Platform, the political process, tips on political action and related matters.
3. Inform District members, regional membership representatives, and SEANC Central Office about EMPAC activities by providing reports at District meetings, writing articles in District newsletters and through personal contact.
4. Be knowledgeable and able to inform other state employees about Policy Platform issues.
5. Work with other District EMPAC Chairs within the Area to organize campaign support activities for endorsed candidates.
6. Coordinate voter registration activities.

7. Maintain contact with District Communications Chairs, encouraging them to publish District EMPAC activities in their newsletters, and other appropriate District publications.

DISTRICT EMPAC

The District EMPAC committee consists of the District Chair, EMPAC chair and 2 At-Large district members. At-Large members may be appointed by the District Chair, EMPAC chair or elected according to the bylaws of that district. A list of the members of this committee shall be submitted to the Area EMPAC and the SEANC Central Office. Members of the District EMPAC are required to sign the EMPAC Non-Partisan Pledge

District EMPAC duties are as follows:

- 1 Inform District members about political activities and the endorsement process by providing reports at District meetings, writing articles for District newsletters and through personal contact.
- 2 Collect and examine available information that demonstrates a commitment from North Carolina legislators to responsible government and to the welfare of state employees and their families. Share available information with the District EMPAC Chair and the SEANC Central Office.
- 3 Assist District EMPAC Chair with campaign support activities.
- 4 Provide volunteer workers to carry out campaign support activities for endorsed candidates.

II. FUNDING LIMITATIONS & OTHER REGULATIONS

EMPAC FISCAL POLICY

The State EMPAC shall adopt a Fiscal Policy for the daily operations of EMPAC. This policy shall prohibit EMPAC Areas and SEANC Districts from operating individual EMPAC accounts and shall state that all EMPAC funds shall be channeled through the State EMPAC account. In addition, the Fiscal Policy shall outline a procedure for allowing each EMPAC Area to access its portion of contributions collected within that Area and shall identify appropriate uses for those funds. The Fiscal Policy further will identify the "Area Check Request" form that must be used to access Area monies. (See Area Check Request Form in Appendix 3)

Contribution Guidelines:

All EMPAC activities, other than those which are strictly educational and a small amount of administrative support, must be financed through voluntary contributions. Also, SEANC dues cannot be used to support EMPAC activities. Therefore, it is important to know what kinds of contributions are permitted and what documentation is required.

- Contribution Defined: Any advance, deposit, distribution, transfer of funds, payment, gift or pledge.
- Contribution Includes: Labor or personal services, postage, publication of campaign materials, loans, use of supplies, office equipment, vehicles, aircraft, office space, and any related services, goods or personal or real property.
- Contribution Does Not Include: Services provided without compensation by individuals volunteering their time.
- Contributions May Only Be Accepted From **SEANC Members**. By law, for 2017-2018 there is a maximum of \$5,200 per election cycle, per individual. This amount changes Bi-annually with each election cycle.

- Contributions May Not Be Accepted From:
 - Any non-resident of North Carolina in the amount of more than \$50 without a written statement with the contributor's name, address, telephone number, job title or profession and employer's name or specific field of business.
 - Any corporation or business
 - Anonymous contributors
 - Those given in a name other than the actual contributor
 - Any person who is not a member of SEANC

SEANC District and EMPAC Area Contributions

In order to help encourage Areas to promote payroll deduction, effective January 1, 2006, 10% of Area EMPAC payroll deduction funds will be allocated to the State EMPAC Areas' set-aside funds monthly. Upon reaching the goal of 20 % of total EMPAC Area membership donating an average of \$3/member/month, the allocation would increase to 25% monthly. Except for special considerations, all area monies over \$100 shall be refunded back to the State EMPAC treasury at the end of the current 2-year election cycle. (Adopted 12/10/05).

When EMPAC-sponsored fundraising projects or individual contributions occur at the District or Area level, the following information must be reported to the State EMPAC Treasurer:

- a) Total amount of contributions received
- b) Date and place of the event
- c) Nature of the event
- d) Approximate number of people in attendance

All single contributions in excess of \$50 must be in the form of a check, bank draft, or money order, and the following information must be obtained about the contributor:

- a. Amount of contribution
- b. Name and address
- c. Telephone number
- d. SEANC District number
- e. Job title or profession of donor
- f. Employer's name or specific field of business

EMPAC contributions cannot be co-mingled with SEANC District funds.

- All funds raised in the name of EMPAC must be forwarded to the State EMPAC Treasurer.
- District checks cannot be accepted for EMPAC contributions.
- EMPAC contributions cannot be deposited into a District's account.

Personal checks, credit card charges, and/or cash are acceptable.

State law requires the deposit of funds collected on behalf of EMPAC within seven days of the date collected. Please send funds immediately to the following address:

State EMPAC Treasurer
 SEANC
 1621 Midtown Place
 Raleigh, NC 27609

Use of EMPAC Funds

EMPAC Funds May Be Used For:

Campaign contributions by Area EMPACs to any political party or candidate. Sponsoring the attendance of EMPAC representatives at a partisan political event on the local or state level. Expenditures in relation to an EMPAC fundraising activity. Expenditures made for endorsement activities, such as materials published for a particular candidate or group of candidates, phone expenses on behalf of candidates, etc. Expenditures related to travel to/from a called State Committee meeting and other costs associated with the meeting.

Limits On Use Of EMPAC Funds:

EMPAC expenditures are subject to strict reporting laws under the State Board of Elections and the Internal Revenue Service. No SEANC District or EMPAC Area may establish a separate local EMPAC account. All funds raised in the name of EMPAC must be forwarded to the State EMPAC Treasurer within seven days of receipt.

North Carolina Legislative Fundraisers:

EMPAC will set-aside \$20,000 annually for EMPAC representatives, SEANC officers, and SEANC staff to attend North Carolina legislative fundraisers. The State EMPAC Chair, affected Area Chair(s) or their designee, and the SEANC Political Strategist will make the determination about which events should be attended.

Area EMPAC funds may be used for:

The primary use of funds allocated to EMPAC areas is for contributions to area endorsed candidates. However, funds may be used to cover the cost of meetings, supplies and travel to area meetings. Areas may use their funds to pay mileage for Area members to attend a State Committee meeting.

Area funds may not be used to print endorsement information without prior approval of the copy from the Chair and Staff Liaison.

Use of SEANC Funds

SEANC Funds May Be Used For: Expenditures for administrative support items for EMPAC, such as notebooks, supplies and copies. General educational materials on the political process, legislation and elected officials. Expenditures in support of a business meeting, if EMPAC is only a portion of the agenda.

SEANC Funds Cannot Be Used For: Campaign contributions by EMPAC to any political party or candidates; sponsoring the attendance of EMPAC representatives at a partisan political event; expenditures made in relation to an EMPAC fundraising activity; expenditures in support of a business meeting held solely to discuss EMPAC expenditures made for endorsement activities in support of a particular candidate or group of candidates. SEANC District funds may not be used to cover the cost of a district member's attendance at Area or State EMPAC meetings.

Procedure for Addressing Unplanned Requests

Effective planning is one of the keys to EMPAC's success in changing the legislative landscape for state employees. However, there may be times when unplanned requests will be made to EMPAC for financial or political support.

Unfortunately, these requests often come without enough time for a formal meeting of the State and/or Area EMPACs. While it is important to keep these last minute requests to a minimum, the following procedure may be used to address issues that arise between State and/or Area EMPAC committee meetings.

1. A formal request shall be made to the State EMPAC chair who will determine whether the request deserves consideration. This may be done in consultation with the EMPAC State Vice-Chair, Treasurer and SEANC's Political Strategist.
2. If the State Chair determines that the unplanned request is worthy of consideration and cannot wait until the next scheduled meeting of the State EMPAC, the elected representatives on the State EMPAC Committee may be polled by phone and/or email. If serious discussion is required, a virtual meeting of the State EMPAC may be held by conference call or teleconference.
3. The State EMPAC Chair shall ask the State EMPAC Committee by phone and/or email for approval of expenditures for each request. The committee shall have 24 hour notice prior to expenditure to approve or disapprove said request. The decision will be based on the majority of the responders during the allotted time.
4. Area EMPAC Committees may use the procedure outlined above to address unplanned requests made to the Area(s).

Use of EMPAC Funds for SEANC Member Candidates in Local Elections

Effective with the 2010 general elections, EMPAC will set aside a minimum of \$5,000 to be used as campaign support for SEANC members who are candidates in local area elections.

- Contributions shall not be considered or infer an endorsement by EMPAC or SEANC.
- State level contributions shall not exceed \$1,000 per candidate
- EMPAC Areas may make contributions by using their Area Set-Aside Funds and following criteria established at the state level. However, the total contribution cannot exceed election law limits.
- The EMPAC Area requesting financial support for a candidate must send a written recommendation to the State EMPAC Committee and include the amount requested with justification. Final determination will be made by a vote at the next scheduled State EMPAC meeting.
- Minimum member criteria to allow a contribution request:
- Must be a participating SEANC member with at least five years length of membership and the level of participation in District, EMPAC Area or Statewide activities will be considered when awarding funds. The candidate should have aspirations to seek a seat in the N.C Legislature.

Lisa B. Mitchell Legislator of the Year Award

Lisa B. Mitchell was a long-time supporter of and leader in SEANC and especially EMPAC. She was one of those who helped lay the very foundation of EMPAC as we know it today. In 2008, Lisa lost a long, hard-fought battle with breast cancer. That fall at the SEANC Convention meeting, the State EMPAC Committee voted to honor Lisa by creating the Lisa B. Mitchell Legislator of the Year Award.

Each year, prior to the SEANC Convention, the State EMPAC Committee shall select an outstanding legislator to receive the award based on recommendations made by the SEANC lobbyists and staff. The selection should be based on the legislator's performance on SEANC issues during the legislative session.

- Did they support, sponsor and advocate for bills that would affect state employees and retirees?
- Did they work with SEANC members and staff to make sure that SEANC legislation is advanced through committee and voted on by their chamber?

- Do they listen to the views of SEANC members? Are their doors open to SEANC?
- Do they attend SEANC / EMPAC legislative functions?

The Lisa B. Mitchell Legislator of the Year Award will require a majority vote of the State EMPAC Committee. The award may be given annually. The recipient's campaign committee will receive a contribution from EMPAC to the extent allowable by law.

Raffle Policy

EMPAC may choose to hold raffles and other fundraisers that require the sale of tickets. When doing so, the following procedures must be followed to account for tickets sold and unsold along with the tax obligations of the winner(s)

Ticket Accounting Requirements:

- All tickets must be numbered. In the case of two-part tickets, both parts must contain the same number.
- When tickets are distributed to Area Chairmen, a detailed record showing inclusive numbers must be kept.
- It is the responsibility of the Area Chairman to whom tickets are distributed to keep a detailed record of:
 - Numbered tickets received
 - Names of individuals to who tickets are distributed
 - Number of tickets distributed to each
- Any tickets not sold, not returned, or misplaced must be accounted for with an affidavit signed by the Area Chairman involved.

Tax Requirements:

- Print a notice on all raffle tickets that the prizewinner is responsible for all state and federal taxes on value of prize.
- Get name, address, and social security number of winner at time prize is awarded.
- If raffle prize is donated to the Area, be sure the donor provides a written statement showing the fair market value of the prize. The donor must be a SEANC member.
- An IRS Form 1099 must be given to all prizewinners if item is worth \$600 or more.

State Board of Elections Procedures and Limitations for Political Committees

The political committee must be registered with the State Board of Elections and file financial disclosure reports as required by state law.

The PAC must notify the Campaign Reporting Office within 10 days of a change in treasurer or any information listed on its Organizational Report.

Whenever the political committee fails to file any report required by state law, the State Board of Elections shall issue a Notice of Noncompliance to the committee treasurer and shall order the report to be filed immediately. If the report is not filed within 20 days of issuance of the notice of noncompliance, the State Board shall issue a Notice of Termination of Active Status, which shall render the committee ineligible to receive or make contributions until the delinquent report has satisfied any statutory penalty incurred.

All funds solicited for the committee must be segregated from other monies solicited for a federal PAC or an out-of-state PAC.

All monies solicited shall be voluntary contributions and may not be secured by physical force, job discrimination or financial reprisals, or by dues, fees, or other monies required as a condition of membership or employment, or as a requirement with respect to any terms or conditions of employment.

Each contribution must be recorded and reported.

A contribution is anything of value given to or received by a candidate, political party or PAC including an endorsement, tickets or admission prices to campaign events such as rallies or dinners, wearing apparel, etc.

The name and complete mailing address must be known for each contribution even though disclosure of the name and address is not required unless the individual contribution is more than \$100 or until the contributor's sum-to-date contributions for the election cycle are in excess of \$100.

In addition to the name and mailing address, the PAC must record the job title or profession and either the employer's name or employer's specific field of business for each contributor.

The committee shall be in compliance with the State Board of Elections' Best Efforts Rule if the following efforts to secure the contributor's principal occupation have been made:

All committee written solicitations include a clear, conspicuous request for the contributor's full name, complete mailing address, occupation and name of employer.

A written or documented oral request for missing information is made within 30 days of receipt of a contribution.

Committee records have been searched for missing contributor information.

An amendment updating contributor information is filed by the next report due date.

A final amendment at the end of the election cycle stating the PAC is "unable to obtain" the contributor's missing information will be acceptable if the four previous steps are followed.

Contributions of more than \$100 must be listed separately with the sum-to-date total for each individual and may not be included in aggregate entries for fund-raising events or un-itemized totals.

Contributions must originate from individuals from their personal funds.

Contributions may not be accepted from a business entity or drawn on a business account.

Contributions from labor unions, churches, fraternal organizations, civic or business clubs, professional associations or any other group may not be accepted.

The Campaign Reporting Act prohibits anonymous contributions such as those connected with "Pass the Hat" activities.

Cash contributions in excess of \$100, joint contributions or contributions in the name of others may not be accepted.

In-kind contributions (i.e. goods and services rendered) are considered as any other contributions and add toward the maximum contribution.

Payment made to individuals for working polls or other campaign related activities must be reported as an in-kind contribution to a candidate and adds to the total contribution amount.

Contributions to members and candidates for the Council of State, the General Assembly, or a political committee to assist these individuals is prohibited during legislative sessions for any PAC that either has its own registered lobbyist or whose parent entity has a registered lobbyist.

The 2017-2018 maximum contribution that an individual or a political committee may give to a candidate or other political committee is \$5,200 per election. This amount changes bi-annually with each election cycle.

Elections within an election cycle are as follows:

To the primary election,

From the primary to the general election, and

From the first primary to the secondary primary election if one is required.

If a candidate is not on the ballot in a second primary, that second primary is not an election with respect to that candidate, and contribution limitations apply.

Each employee of a PAC's parent entity may only spend up to 35 percent of his or her time on PAC work or the PAC must list the excess time as a contribution received.

Each expenditure must be itemized and reported.

Expenditures, including any redistribution, in excess of \$50, except postage, must be made by check.

All expenditures and contributions must be handled from one PAC account. If the PAC is subdivided into smaller units and those smaller units set up their own accounts, those units will be deemed separate PACs and must handle their own reporting procedures with the State Board of Elections.

Each political advertisement placed in any "media" must bear a "legend" that states who paid for the ad and whether or not it is in support of or in opposition to a candidate, and it must be paid for by a check.

Opposition print advertisements must identify a candidate the committee opposes and must indicate in type no smaller than 12 points the name of the committee and the name of the candidate intended to benefit from the printed matter. Legends required for both pro and con ads and depending on the type of media may not be required.

Internal publications, such as newsletters and newspapers, may include information on candidate endorsements and encourage votes for those candidates only if those publications are distributed only to members. If these are distributed to the public, then this constitutes political activity and must be reported as a contribution for the candidates in question.

Each committee must retain accounting records for a period of two years after the election.

Signs may be placed in highway rights of way 30 days before an election and must be removed by 10 days after. Volunteers may place signs for endorsed candidates – with candidate supplied signs.

The use of Robert’s Rules of Order (latest Edition) shall govern all meetings of EMPAC at the State, Area and District level.

Amended July 16, 2011: A publication of the Employees Political Action Committee (EMPAC), a subsidiary of the State Employees Association of North Carolina, Inc.

Amended by State EMPAC: August 5, 2017

Attachment 1. EMPAC Non-Partisan Pledge

Attachment 2: Area Worksheet for Financial Support

Attachment 3: Request for Use of Area Set-Aside EMPAC Funds

Attachment 1:



EMPAC Non-partisan Pledge

In accordance with the endorsement procedures adopted by EMPAC, I _____, as a member of SEANC District _____, pledge that my endorsement recommendations will be made on a non-partisan basis, that I will not or do not hold office in any political party, and that all comments made and actions taken during deliberations will be kept confidential. Furthermore, I pledge that I will not publicly work for nor support any candidate with time, money or other contributions before EMPAC endorsements are finalized or thereafter for any candidate opposing an EMPAC-endorsed candidate.

Attachment 2:

Area Worksheet for Recommending Financial Support to EMPAC Endorsed Candidates

Incumbents:

1. Favorable voting record on SEANC issues in the General Assembly		0-15 points
2. Introduction or sponsorship of SEANC legislation		0-10 points
3. Active lobbying of fellow legislators on SEANC issues		0-10 points
4. Seeking SEANC input on legislative issues affecting state employees		0-10 points
5. Rating by EMPAC interview team		10 points
6. Likelihood of being re-elected		<u>0-20 points</u>
	Maximum points	75 points
7. SEANC Participation	Bonus points	<u>0-10 points</u>
Maximum total points		85 points

Challengers:

1. Likely to support SEANC issues in the General Assembly		0-15 points
2. Likely to introduce or sponsor SEANC legislation		0-10 points
3. Likely to actively lobby fellow legislators on SEANC issues		0-10 points
4. Likely to seek SEANC input on legislative issues affecting state employees		0-10 points
5. Rating by EMPAC interview team		10 points
6. Likelihood of being elected		<u>0-20 points</u>
	Maximum Points	75 points
7. SEANC Participation	Bonus points	<u>0-10 points</u>
Maximum total points		85 points

Recommended level of campaign contribution from EMPAC. Based upon availability of funds and other criteria determined by State EMPAC

75 points or above	up to \$5,200	45-54 points	up to \$2,000
65-74 points	up to \$4,000	45-54 points	up to \$2,000
55-64 points	up to \$3,000	Less than 45 points	Endorsement only

Attachment 3:

Request for Use of Area EMPAC Set-Aside Funds

EMPAC
Area Check Request

AREA

Payable to:

Check #

Purpose:

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ITEMIZED EXPENSES

DATE	DESCRIPTION	AMOUNT
SUBTOTAL		0
Less Cash Advance		
TOTAL REIMBURSEMENT		0

Note: Mileage is reimbursed at current SEANC rate
Effective October 2015 = .50/mile
You must attach MapQuest/google
directions when requesting mileage

Don't forget to attach receipts!

Type (check one)

Area Approved (please attach minutes)
 State Committee Approved

Requested By Signature Date

Approved By Signature - Area or State Committee Chairperson Date

Approval Signature - Treasurer Date