



# 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any amount over \$50 collected from a single member must be sent within 10 days; all other amounts must be sent within 30 days.

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
(City) (State) (ZIP Code)

Phone number: \_\_\_\_\_

## Contributors:

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

Date collected: \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL SUBMITTED: \$ \_\_\_\_\_

Name of event and 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 for any one individual's contribution that's more than \$50. You have 30 days for smaller individual contributions.

### 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 contributions?

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.