



The ABC's of being an ASCLS Political Action Committee Trustee

A = ASCLS membership is a great way to support the laboratory profession

B = Building our professional futures takes money – one dollar at a time

C = Collaborative efforts are needed between state, regional and national societies

Congratulations! You have been appointed as a state or regional PAC trustee – this is an honor and a privilege, so be proud of this nomination! Your job is to understand the ASCLS PAC, generate excitement and understanding among your membership regarding PAC and its activities, and solicit and accept donations at ASCLS events throughout the year.

PAC – Who are we and what is our purpose?

Committee Purposes

The ASCLS Political Action Committee is a voluntary non-profit organization created to provide financial and educational support to encourage candidates for national office to be more responsive to health legislation, particularly legislation affecting clinical laboratory science.

The ASCLS PAC will promote the improvement of clinical laboratory science through responsible legislation by encouraging clinical laboratory practitioners to participate more fully in government affairs.

The ASCLS PAC will encourage awareness in the laboratory profession of governmental involvement in health care and the importance of organized mutual support between the federal government and the profession of clinical laboratory science.

The ASCLS PAC will assist clinical laboratory practitioners and others in organizing for more effective political action.

Composition, Appointment Term and Leadership

State PAC trustees are appointed in accordance with their respective state society Bylaws and/or Standard operating procedures. Duties may differ from state to state.

National PAC Committee Composition: Per ASCLS-PAC bylaws, the national PAC committee shall be between 5-13 members. Preferred membership includes an appointed trustee from each of the 10 ASCLS regions.



Appointment Term and Leadership for national PAC committee:

- a. Regional Trustees: Appointed on a rotational basis, to serve a three year term; may only serve for two terms and may not serve again until they have been off the PAC Board for a minimum of one year.
- b. Recommendations for appointment are solicited from the Regional Director during the first year of their term and approved by the ASCLS Board of Directors. The Trustee's term begins during the second year of the Regional Director's term.
- c. Chair and Vice-Chair: The ASCLS PAC Board of Trustees elects their Chair and Vice-Chair annually at the ASCLS annual meeting, to serve a 1 year term.

Members of the PAC Board can be found on the ASCLS Website under the About Us column (log in with your membership information first): <http://www.ascls.org/>

About Us/Leadership/Leadership Directories/Committee Leadership Rosters

We're having an ASCLS Event – what do I do?

- Set up a PAC table – creativity is encouraged! Eye-catching displays will attract attention and generate conversation.
- Get out in the crowd and circulate! Wear your PAC pin proudly and explain what it is. **ASK MEMBERS FOR DONATIONS!!**
- Make PAC announcements throughout the event and direct members to your table. Anyone can donate to the ASCLS PAC; however our PAC can only directly solicit donations from ASCLS members.

Required items for accepting donations at an event:

1. *ASCLS PAC Voluntary Contribution Form* (available on ASCLS website)
2. *ASCLS Donation Sheet* (available on ASCLS website)
3. Cash box
4. ASCLS PAC Pins for current year (obtain in advance– see section on page 3 – PAC Trustee Duties)

Types of Direct Solicitation (members only):

- Asking members of ASCLS to donate to PAC either in person or by making announcements at meetings
- Direct communication to members through state or regional newsletters, other mailings, emails or phone calls

Acceptable Indirect Solicitation of members or non-members:

- Silent auction, dance, or activity with proceeds donated to PAC (some states prohibit raffles as a form of gambling, or distribution of alcohol – check your state laws)
- Anonymous contributions (check with national PAC chair or executive VP for direction)



Acceptable forms of donation: Cash, check or credit card. Donations are not tax deductible per federal regulations.


Donor Requirements (mandatory):

1. Fill out contribution amount as indicated at top of Voluntary Contribution Form.
2. Fill out full name, address, city, state, zip, signature and date (employer and occupation is only required for contributions of \$100 or more).
3. List appropriate donation information at bottom of form per type of payment (check #, cash verification, or credit card information).

<p>VOLUNTARY CONTRIBUTIONS ASCLS/PAC is supported by donations solicited solely from ASCLS members. Federal law requires that these contributions be voluntary. Your support of ASCLS/PAC demonstrates your support of the hard-working, serious and responsible candidates for national office. Your decision will in no way affect your membership in ASCLS.</p> <p>Please clip this coupon and send to the address below with your donation (cash, personal check or credit card information):</p> <p>Evans and Katz ASCLS PAC P.O. Box 75357 Washington, DC 20013</p>	<p>I would like to support ASCLS/PAC. Enclosed is my contribution for: _____ \$100 _____ \$50 _____ \$25 _____ Other</p> <p>Federal Election Law requires you provide us with the following:</p> <p>Name _____</p> <p>Address: _____</p> <p>City, State, Zip _____</p> <p>Employer: _____</p> <p>Occupation: _____</p> <p>Signature _____ Date _____</p> <p style="text-align: center;">Region _____ (for ASCLS Awards)</p> <p style="text-align: center;">VISA MC AMEX</p> <p>Credit Card Number _____</p> <p>Expiration Date MM/YY _____</p> <p>OR Check # _____ Cash: _____</p>
--	---

PAC Trustee duties:

1. At least two weeks in advance of the event, request ASCLS PAC pins from the national PAC chair using the current *ASCLS PAC Pin Order Form*. Pins are given to any donors giving \$20 or more at your event.



AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

ASCLS PAC PIN ORDER FORM

Event: _____

Date and Location of Event: _____

Number of pins requested: _____ Estimated members in attendance: _____

2. Verify donor information is complete on each *Voluntary Contribution Form*.
3. Document each donor's name, state, region and amount on *Donation Sheet* at time of the donation if possible.



ASCLS PAC Donation Sheet

Submitted by name: _____ Date: _____
 Address: _____
 Telephone: _____ Email: _____

Name	State	Region	Amount	Cash	CC	Check#

4. Check the appropriate box regarding type of payment (cash, credit card or check).
5. Minimum donation encouraged to be \$10.00 to cover accounting firm charges and cost for pins. (Lesser donations are accepted, but not encouraged).
6. Minimum donation to receive an ASCLS Pin is \$20.00.
7. Keep forms, cash and checks in a secure container during the event.
8. Fill out top of *Donation Sheet* with your contact information.
9. At end of event, reconcile all donations against *Voluntary Contribution Forms* and *Donation Sheet(s)*. It is recommended to have two people participate in the reconciliation, to avoid errors and assure all logs and donations are in agreement.
10. **Mail** cash, checks, contribution forms and donation sheets as soon as possible to Evans and Katz (address on bottom of forms), using the US Postal Service. **Donations are only accepted within 10 days of the event** – after that time they will be returned to the sender.
11. Send a copy of the Donation Sheet to the ASCLS national PAC chair and to the ASCLS Executive Officer.
12. Remaining pins may be sent back to the national PAC chair within 2 weeks after event, or may be returned at the annual meeting (notify Chair of choice).

The following actions are not permitted per federal regulations:

1. Writing a check for the full amount of cash is prohibited. Cash must be submitted exactly as collected (send USPS – other agencies are not allowed to deliver cash to PO Boxes).
2. Small bills cannot be combined into larger bills. Cash submitted to Evans and Katz should match the log sheets and contribution forms exactly.

The most successful way to fundraise is to circulate at events and ASK FOR DONATIONS!! Most members will give if they are asked. If members have questions about where the donations will be directed, point them to your state leaders, regional director, or national PAC board.

Thank you for volunteering as a PAC trustee and supporting ASCLS and your profession! Your willingness to serve is the key to ongoing success of the ASCLS PAC.