



# RECOGNITION EVENT | COMMEMORATIVE AWARD APPLICATION

## BACKGROUND

In accordance with the California Fair Political Practices Commission mandates, costs associated with RAF Recognition Events (e.g., lunches, receptions, etc.) are treated as solicitation costs. As a result, C.A.R.'s four political action committees (CREIEC, CREPAC/Federal, CREPAC (LCRC) and IMPAC (local IMPAC)) collectively, the "PACs," are responsible for covering or reimbursing costs associated with organizing such RAF Recognition Events in proportion with the allocation determined by C.A.R.'s counsel. This means that a portion of the costs must be borne by CREPAC/Federal and CREIEC. Therefore, it is within the purview of PAC leadership to review and approve any updates that impact C.A.R. policies regarding these events.

**RESOLUTION:** Adopted 1/15/2018 the approval and reimbursement of RAF Recognition Events as follows:

1. RAF Recognition Events held by a local Association either individually or collectively, shall not exceed 10% of the RAF amount raised by the local Association in the preceding calendar year. This policy applies to all RAF Recognition Event(s) even if there are sufficient local IMPAC or LCRC funds to cover the costs, since the costs must come proportionally from the respective PACs to which the RAF contributions were deposited.
2. If the projected costs of an RAF Recognition Event are anticipated to exceed 10% of the RAF amount raised by the local Association in the preceding calendar year, the local Association will not receive approval and cannot hold the RAF Recognition Event.
3. **All costs must be approved in advance by C.A.R. staff for all RAF Recognition Events.** Approved costs will be allocated to and reimbursed from each of the C.A.R.-affiliated PACs as required by law. The portion allocated to CREPAC and IMPAC will be reimbursed from local allocations in those PACs (i.e., LCRC and local IMPAC funds). The portion allocated to CREPAC/Federal and CREIEC will be borne by those PACs.

4. If a local Association holds an RAF Recognition Event that was not approved, either because it was not submitted for approval or because the costs exceed the thresholds set forth in this policy, the costs must be reimbursed from the PACs by the normal allocation. Therefore, for such non-approved events:
  - a. The CREPAC Trustees shall be notified each time a local Association holds an event without approval and may take further action, if they choose.
  - b. The portion of costs allocated to CREPAC and IMPAC will be reimbursed from local allocations in those PACs, as provided above, and
  - c. The portion of costs allocated to CREPAC/Federal and CREIEC will be reimbursed by those PACs in accordance with law, but the Association will forfeit an equal amount from their local CREPAC and IMPAC allocation to the non-local allocations in those PACs. The precise ratio of the forfeit will be determined by C.A.R. staff, and may take into consideration the available local allocation amounts, legal requirements or any other factor. If there are not sufficient local allocations in those PACs at the time of reimbursement, the local Association will be required to allocate funds to those PACs until the required forfeiture is met.
  - d. RAF Staff will provide an activity report to CREPAC staff for the Fall Business meetings each year, so that the CREPAC Trustees may have a summary report of recognition events held for that year.

NOTE: RAF Recognition/Reception Events at which contributions are requested are treated as fundraisers and are subject to fundraiser rules and policies.

*The information on this application will be used to complete a distribution flyer for your association to use to promote the event. Please fill out this application completely.*

<b>Today's Date</b>			
<b>Local Association</b>			
<b>AOR Street Address</b>			
<b>City</b>			
<b>State</b>	CA	<b>Zip Code</b>	

<b>CONTACT INFORMATION</b> <i>Please note, this contact information will appear on the flyer as stated below.</i>	
<b>Full Name</b>	
<b>AOR Title</b>	
<b>Phone</b>	
<b>Email</b>	



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EVENT INFORMATION				
<b>Event Date</b>		<b>Start Time</b>		<b>End Time</b>
<b>Location / Address of Event</b>				
<b>Directions to RSVP</b> (e.g. website link, call office, etc.):				

DESCRIPTION OF AWARDS
<p><b>Describe the commemorative awards you plan to give, including which donor level if different awards will be given to different levels.</b></p> <p><i>Please note: while it is acceptable to give different awards to different donor levels, it is not necessary.</i></p>

DESCRIPTION OF EVENT:
<p><b>Please include a detailed description of the event. Include cost to attend (\$), highlight what attendees should look forward to, purpose of event, themes, etc. Information given will be used on your flyer!</b></p> <p><i>(e.g. Wine &amp; Cheese, BBQ, etc. Is it family-friendly? Will there be food/alcohol? Games?)</i></p>

SUBMISSION PROCESS	
<p><b>PLEASE ATTACH A VECTOR .EPS FILE OF YOUR ASSOCIATION'S LOGO.</b></p> <p><b>Budget for Event and/or Awards:</b> Please complete the <i>RAF Recognition Event   Commemorative Awards Budget Worksheet</i></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Submit your <b>completed</b> application, budget worksheet and logo to RAF Assistant at <a href="mailto:rafasst@car.org">rafasst@car.org</a>. If clarification is required, you will be contacted shortly to confirm the details of your contest.</p>	<p><b>Have you applied for any RPAC Fundraising Grants?</b></p> <p><input type="checkbox"/> <b>No</b>   <input type="checkbox"/> <b>Yes:</b> Date _____</p> <p style="padding-left: 40px;">Amount Requested _____</p> <p><b>Please check the box that you acknowledge that all RAF Fundraising activities, i.e. sweepstakes, in-person events, etc....must be reimbursed through your LCRC (Local Candidate Recommendation Committee) sub-account.</b></p> <p><input type="checkbox"/> <b>I acknowledge</b></p> <p><b>Completing this application does not guarantee your contest has been approved.</b></p>

FOR RAF OFFICE USE ONLY				
<b>DATE</b>		<b>APPROVED</b>		<b>PREPARE FLYERS</b>