



*The Political Action Committee  
for North Carolina Hospitals & Health Systems*

# **2018 CAMPAIGN PROCEDURES**

*Hospitals Taking Action for Effective Government*

For HOSPAC campaign assistance or materials,  
Please contact Cody Hand at 919/ 677-4113, [chand@ncha.org](mailto:chand@ncha.org) or  
Lisa Derby at 919/ 677-4112, [lderby@ncha.org](mailto:lderby@ncha.org)

## 2018 HOSPAC Campaign Procedures

As your hospital's HOSPAC champion, you can promote a successful PAC campaign by following a few simple Do's and Don'ts.

### Do...

- ✓ **Make a personal contribution.** Only contributions from individuals may be accepted. **Corporate checks are prohibited (including professional corporations and hospitals).** It is a misdemeanor under state law for any corporation to make a contribution or expenditure to aid a candidate or political action committee for any political purpose.
- ✓ **Encourage credit card contributions through the NCHA Web site** [www.ncha.org/hospac](http://www.ncha.org/hospac) Contributions may also be made with personal checks or cash (**by law, cash donations cannot exceed \$50**). All contributions must be submitted with a completed pledge card listing the contributor's name, address, employer, and job title. Previous online contributors who have not changed jobs do not have to complete a pledge card.
- ✓ **Mention that participation in HOSPAC is completely voluntary.** Hospital executives, managers, medical staff members, trustees, administrative employees, physician employees, volunteers, and vendors are all encouraged to participate. No one is required to contribute as a condition of employment or compensation.
- ✓ **Ask salaried, management employees with policymaking or managerial responsibilities to participate.** Individuals that may be asked to contribute to HOSPAC include: vice-presidents, human resources managers, social work directors, salaried medical staff, executive and administrative staff, hospital trustees and board members, and volunteers.
  - Federal PAC regulations prohibit requesting contributions from trustees, volunteers, and non-salaried medical staff to federal campaigns (members of Congress). However, you may ask them to contribute to support candidates for **state** offices. **When forwarding contributions from trustees, volunteers and non-salaried medical staff, please have them check the box at the top of their pledge card indicating that no portion of the contribution is to be used to support candidates for Federal offices.**
- ✓ **Inform contributors that a percentage of their contribution will be used to support candidates for federal offices if their hospital has signed an agreement with HOSPAC.** Individuals may check the box at the top of the pledge card to specify their contribution should not be used to support candidates for federal office. Remember to complete your federal authorization every five years.
- ✓ **Advise individuals to use only personal stationery or HOSPAC stationery when asking people to participate.** **Hospital stationery must not be used.** Using hospital stationery means using hospital resources and thereby implies that the institution supports and encourages HOSPAC. This is not the case – it is individuals who are involved in soliciting and contributing – not the hospital.
  - HOSPAC stationery is available for campaign correspondence. Please contact Lisa Derby at 919/ 677-4112 or [lderby@ncha.org](mailto:lderby@ncha.org) if you would like a supply of stationery.

## 2018 HOSPAC Campaign Procedures

### Don'ts

- X Do not accept contributions from outside the U.S. (only contributions from U.S. citizens are acceptable).
- X Do not accept a contribution made by one person in the name of another. This includes a person writing a check to HOSPAC to replace a cash contribution from another person. Cash contributions less than \$50 may be accepted if received with the contributor's name, address, job title and employer (complete the pledge card).
- X Do not, under any circumstances, accept anonymous contributions.
- X Do not imply that HOSPAC participation is part of an individual's job responsibilities or suggest that contributions are tied to performance evaluations. **HOSPAC participation, either as a coordinator or donor, is completely voluntary.**

### Remember

- Please begin your campaign as soon as possible.
- Contributions received from individuals affiliated with your hospital will be credited toward your goal. Please be sure each contributor completes the pledge card so appropriate credit is given.
- If your hospital or health system has signed an agreement with HOSPAC-Federal (to support candidates for federal offices), a portion of your contribution will be used for that purpose. Contributions from hospital trustees may only be used to support candidates for state offices.
- Contributions to HOSPAC will be used to support candidates. In accordance with North Carolina law, a decision will be reached later as to the candidates to be supported. Contributions will be expended in a manner and for a purpose to be determined by the HOSPAC Board of Directors, in accordance with guidelines established by the HOSPAC Board. Copies of those guidelines are available upon request.
- **Only those hospital executives and trustees that participate and achieve at least 100% of their hospital's HOSPAC campaign goal will be able to deliver HOSPAC checks to candidates.** This will apply even if it means someone from outside the legislative district delivers the contribution.
- The HOSPAC Board is comprised of hospital executives and trustees from NCHA's member health systems. A list of HOSPAC Board members is included with your campaign packet.

***For information or additional campaign materials, please contact Lisa Derby at 919/677-4112 or [lderby@ncha.org](mailto:lderby@ncha.org)***

## 2018 HOSPAC Campaign Procedures

### Forwarding Contributions

- **Contribution cards are included in this packet, and should be completed and submitted with all contributions.** Additional cards are available upon request. Send requests to Lisa at [lderby@ncha.org](mailto:lderby@ncha.org).
- State and federal laws require political action committees to report each contributor's name, mailing address, job title, and the name of his/her employer.
- **Forward contributions to NCHA as quickly as possible, at least on a weekly basis.** Per Federal regulations, NCHA HOSPAC must deposit contributions within seven days of receipt.

Forward all contributions and accompanying forms to:

Cody Hand  
Treasurer  
HOSPAC  
P.O. Box 4449  
Cary, NC 27519-4449

For overnight delivery (only):  
Cody Hand  
Treasurer  
HOSPAC  
2400 Weston Parkway  
Cary, NC 27513

### Your 2018 HOSPAC Campaign Materials include:

- ✓ Campaign procedures
- ✓ Talking Points for HOSPAC Campaign Leaders
- ✓ CEO federal approval form
- ✓ 2018 HOSPAC Board of Directors
- ✓ Sample letters for request of donations
- ✓ 2018 HOSPAC Goal Sheet
- ✓ Contribution Cards

**HOSPAC stationery is available upon request.**  
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919/ 677-4112 or [lderby@ncha.org](mailto:lderby@ncha.org)*