



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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INSTRUCTIONS FOR THE USE OF NEW SPAC CONTRIBUTION ENVELOPES

In order to enhance SPAC compliance with the Federal Election Commission (FEC) reporting regulations, and improve the speed and accuracy of processing SPAC receipts, NAPS has implemented a new means of recording SPAC contributions collected at NAPS events. These events include: branch meetings, state conventions, the LTS and the National Convention.

Printed on the front of the **SPAC Contribution Envelope** is a request for the same information on the current SPAC Contribution form; the only major difference is that each individual NAPS member contribution must be recorded on and deposited in a separate envelope. (As stated in the March issue of the *Postal Supervisor*, the FEC does not permit to accept "Branch or State" contributions.)

1. Personal Checks: Have SPAC contributor complete envelope, confirm the amount on the check reflects the amount recorded on the envelope, then seal envelope. At conclusion of event, rubber band all "Check Envelopes" together.
2. Cash Contribution: Have SPAC contributor complete envelope, confirm amount deposited in envelope reflects the cash inserted into envelope, **DO NOT SEAL ENVELOPE** and keep separate from "check envelopes".
3. 50/50 Raffle:
 - a. Option 1: Have each raffle participant complete envelope, recording 50% of the raffle ticket as the contribution on the envelope, rubber band all the "raffle contribution envelopes" together, and keep separate the cash remittance to SPAC from the raffle. Confirm that the SPAC raffle cash proceeds equals the aggregate total of the raffle envelopes. Rubber band the envelopes.
 - b. Option 2: Collect all proceeds from raffle and credit the raffle winner with 50% of the winnings, recording the NAPS member as the sole SPAC contributor. Have the winner complete the envelope and insert the 50% raffle proceeds in the envelope, **DO NOT SEAL THE ENVELOPE**
4. Credit Card Contribution: Have contributor complete envelope, including credit card information. Make sure that the card number, expiration date, CVC number on back of card and billing zip code is on envelope. Rubber band together.

Next, complete **SPAC Group Receipt Verification Form** that can be downloaded from NAPS website, on the SPAC page. Record check total and credit card total on form. Remove cash from unsealed envelopes and convert into USPS Money Order (DO NOT SEND CASH or Branch Check). Keep each batch of envelopes separate with rubber bands: Check Envelopes, Cash Envelopes, Raffle Envelopes and Credit Card Envelopes.

Send via "Priority Mail" all banded envelopes, money order, and SPAC Group Receipt Verification Form within one week of collection. Make sure your cell phone is on the form if there are any questions.

Thanks for your help.

Questions? Call Bob Levi, NAPS Director of Legislative & Political Affairs at 703-836-9660