



## LEGAL DO'S AND DON'TS

*Please review the following Federal and State election laws that impact your HAPAC Campaign.*

### FEDERAL FUNDRAISING EFFORTS: AHAPAC

- Each CEO of any hospital that is a member of the AHA must sign and return a Prior Authorization card before HAPAC can solicit eligible hospital employees or Board Members. A form is contained in the packet of campaign materials.
- HAPAC solicitation is limited to salaried, management employees with policymaking or managerial responsibilities at an AHA member hospital or health system. Examples include: Vice Presidents, Human Resources Manager, Social Work Director, etc. Board members may also be solicited.
- All solicitation letters on behalf of HAPAC must be sent on your personal (non-hospital) stationary.
- No hospital funds or resources can be used to underwrite HAPAC fund-raising events, mailings or any other activities.\*

### STATE FUNDRAISING EFFORTS: HAPAC

- The State HAPAC campaign may receive contributions from individuals, corporations, associations, partnerships and other PACs or businesses.
- There is a \$3500 limit annually on what a donor may contribute to the State HAPAC Campaign.
- There is no limit on contributions to the State HAPAC Operating Account.
- Donors MUST include their name, address, company, email address and occupation with their contribution. Individual donors should also include their home address and home phone number.
- Make sure the solicitation card and pre-printed return envelopes to your address or the CEO's address accompany the solicitation letter.
- All checks should be made payable to HAPAC and sent with completed form to:

HAPAC  
1000 Center Point Road  
Columbia, SC 29210-5802

*\* Remember, no hospital funds or resources can be used to underwrite PAC fundraising mailings. HAPAC will be glad to assist any hospital in their fundraising efforts and reimburse for costs incurred. Please contact Melissa Cook, Director of HAPAC for further information as to how we can help.*