MM DD, YYYY

Dear \_\_\_\_\_:

Thank you for agreeing to raise money on behalf of the DCCC. It means a great deal to have you playing such a significant role in our effort.

This letter authorizes you to act as an agent for the DCCC, with regard to its fundraising efforts. We understand that all fundraising activity you undertake for our benefit will be done on your personal behalf, as an individual volunteer agent of the DCCC. We further understand that you are not undertaking this activity on behalf of, or as an agent of, your employer or firm, or any client of your employer or firm.

Please be aware that all fundraising activities must comply with Federal Election Commission rules. Specifically, federal law forbids an agent acting on behalf of a federal candidate to raise soft money. The scope of your agency is therefore limited solely to raising “hard” money – i.e. contributions subject to the limitations and requirements of federal law. To ensure compliance with applicable law, all written solicitations must be reviewed by DCCC staff prior to dissemination.

Attached please find general fundraising guidelines for your review.

Additionally, the law requires us to track and report contributions bundled by federally registered lobbyists, organizations that register lobbyists, and federally registered political committees that are established or controlled by a lobbyist or registrant, when the aggregate amount bundled by such persons in a reporting period exceeds of $17,600. This total excludes your personal contribution and your spouse’s contribution. If you have any questions, please do not hesitate to call me directly.

Sincerely,

*YOUR NAME*

*YOUR TITLE*

*YOUR CONTACT INFO*

**I. FUNDRAISING GUIDELINES**

The following rules apply to all funds solicited for the DCCC (“the Committee”). If you have any questions, you are encouraged to seek advice from the Committee or its counsel. Federal law places significant limits on the amounts and sources of funds that can be raised on behalf of the Committee. Contributions raised pursuant to these limits are commonly referred to as "hard money" whereas money raised outside of these limits or from prohibited sources is commonly referred to as "soft money." **Federal law strictly forbids the Committee** **and those acting as agents on its behalf from raising soft money.** It is therefore important that your fundraising for the Committee be within the rules set forth below.

**II. CONTRIBUTION LIMITS**

The Committee may raise funds subject to the following limits

* An individual may contribute up to $33,400 per calendar year to the DCCC’s general fund for use at the DCCC’s sole discretion. An individual may also contribute $100,200 per calendar year to the DCCC’s building fund and $100,200 per calendar year to the DCCC’s recount fund.
* A husband and wife may each contribute a separate $33,400 per calendar year to the DCCC’s general fund for use at the DCCC’s sole discretion. A husband and wife may each contribute $100,200 per calendar year to the DCCC’s building fund and $100,200 per calendar year to the DCCC’s recount fund.
* An unincorporated partnership is permitted to contribute $33,400 per calendar year to the DCCC’s general fund for use at the DCCC’s sole discretion.[[1]](#footnote-1)  An unincorporated partnership may also contribute $100,200 per calendar year to the DCCC’s building fund and $100,200 per calendar year to the DCCC’s recount fund.
* A Limited Liability Company (LLC) that has chosen to be treated as a partnership for tax purposes is permitted to contribute $33,400 per calendar year to the DCCC’s general fund as if it were a partnership (see above). An LLC that has chosen to be treated as a partnership for tax purposes is also permitted to contribute $100,200 per calendar year to the DCCC’s building fund and $100,200 per calendar year to the DCCC’s recount fund as if it were a partnership.
* A multicandidate PAC registered with the Federal Election Commission may contribute $15,000 per calendar year to the DCCC’s general fund for use at the DCCC’s sole discretion. A multicandidate PAC may also contribute $45,000 per calendar year to the DCCC’s building fund and $45,000 per calendar year to the DCCC’s recount fund. The Committee must verify that the PAC enjoys multicandidate status. A non-multicandidate PAC may contribute $33,400 per calendar year to the DCCC’s general fund for use at the DCCC’s sole discretion. A non-multicandidate PAC may also contribute $100,200 per calendar year to the DCCC’s building fund and $100,200 per calendar year to the DCCC’s recount fund.

**III. SOURCE RESTRICTIONS**

The Committee may accept contributions from individuals, unincorporated partnerships, and from the federal accounts of state and national party committees. There are, however, some important restrictions and limitations on who may contribute:

* **Foreign nationals**. **Foreign nationals may not contribute.** The only exception is that foreign nationals who are permanent U.S. residents (green card holders) may contribute. Before accepting a contribution from a permanent U.S. resident, the Committee generally requires some form of proof of U.S. resident status such as a photocopy of his or her green card. Contributions from a person whose citizenship cannot be ascertained should not be accepted.
* **Contributions in the name of another**. **Federal law strictly prohibits the Committee from accepting contributions that are made in the name of another.** Put simply, ifPerson "A" wants to contribute to a political committee, the committee can only accept thatcontribution from the checking account of Person "A." It is unlawful for Person "A" to give themoney to Person "B" and have Person "B" make the contribution in Person "B's" name.
* **Government contractors**. **The Committee is prohibited from accepting contributions from "federal contractors."** While this prohibition does not prevent individualswho simply work for companies that are federal contractors from making contributions frompersonal funds, it does prohibit persons who themselves contract with the United States or anyfederal agency from making contributions.
* **Corporate and Union contributions**. **Corporations, including LLCs that have chosen to be treated as corporations for tax purposes, are not permitted to contribute to the Committee.** The Committee may not accept contributions directly from any corporation(including nonprofits) or union. In addition to prohibiting direct contributions from corporations,the Federal Election Commission (FEC) prohibits corporations and unions from "facilitating" themaking of contributions. While the rules regarding "facilitation" are quite complex, the Committeecannot engage in fundraising activity that involves the use of corporate and/or labor facilities andresources without prior review and approval from its attorneys.

**IV. REPORTING REQUIREMENTS**

In addition to source and contribution limits, the Committee is subject to numerous reporting requirements, including the following:

* The FEC requires the Committee to file regular reports that detail the name, address, occupation and employer for contributors who give more than $200 in a calendar year. It is, therefore, important that the Committee undertakes its "best efforts" to obtain this information and that agents of the Committee ask donors to complete a donation card when soliciting contributions.
* The FEC also requires that the Committee deposit all contributions it has received within **ten days of receipt**. Therefore, all agents should transmit any contributions promptly, so that the Committee can deposit them within the ten day period.

**V. CONCLUSION**

As you can see, the rules regarding fundraising can be complex. For that reason, it is strongly recommended that, if you encounter any situation in which you are uncertain as to what rules apply, you seek further guidance from the Committee. In addition, there are a number of additional rules that apply to written fundraising solicitations, including solicitation letters and invitations. For example, there are additional disclaimers required by the FEC and IRS that vary depending on the specific situation. Therefore, before sending any written solicitation for contributions, the solicitation must be reviewed by the Committee.

1. Note, however, that partnership contributions count against both the partnership's contribution limit and the contribution limits of the individual partners. When a partnership contribution is made, the Committee must also receive written instructions about how the contribution should be attributed to its various partners. The contribution may be allocated on the basis of partnership shares, equally among all partners, or to one or more individual partners. [↑](#footnote-ref-1)