



## Alabama Realtors Political Action Committee (ARPAC)

ARPAC helps support candidates for local, state and federal offices who stand up and support real estate professionals on key issues critical to our industry. Every year hundreds of pieces of legislation threaten the real estate profession with new taxes and regulations. ARPAC is the voice of real estate in our nation's capitol, Montgomery and city halls to defend against these threats.

**The following are highlights from NAR's RPAC Policy Guide which is governed by FECA (the Federal Election Campaign Act).**

The Alabama Association REALTORS® receives and maintains ALL ARPAC contributions and records.

All ARPAC contributions are classified as follows:

**Personal (Hard) money:** Individual paid by check, Personal credit card or cash.

**Corporate (Soft) money:** Any contribution received via corporate check or Business credit card.

**Other money:** Personal money that has become (tainted) because it was not received in the required time frame. These monies cannot be used directly by the federal candidates and the contributor must be notified by the board and given the choice between two options.

- 1) A refund of the contribution.
- 2) Agreement that the contribution be sent to the Political Action Fund (PAF) to be used for advertising and communication about candidates by groups not directly associated with the candidate.

ARPAC monies are credited to the individual contributor AND to the board where the contribution was received.

### Processing ARPAC contributions:

ALL ARPAC monies should be sent to AAR on a **weekly basis** in order to comply with the federally mandated **DEADLINES** as follows (This includes contributions sent with dues billing):

- Contributions **\$50 or less** must be received by AAR within **30 days** of the check date or the received date stamped by the receiving agent (board or association)
- Contributions **over \$50** must be received by AAR within **10 days** of the check date or the received date stamped by the receiving agent (board or association)

In order to ensure proper identification and acknowledgement for the contributor AAR must receive all ARPAC contributions on a *Funds Transmittal Form* provided by AAR. If the board uses a software program for their accounting their report must include the following information:

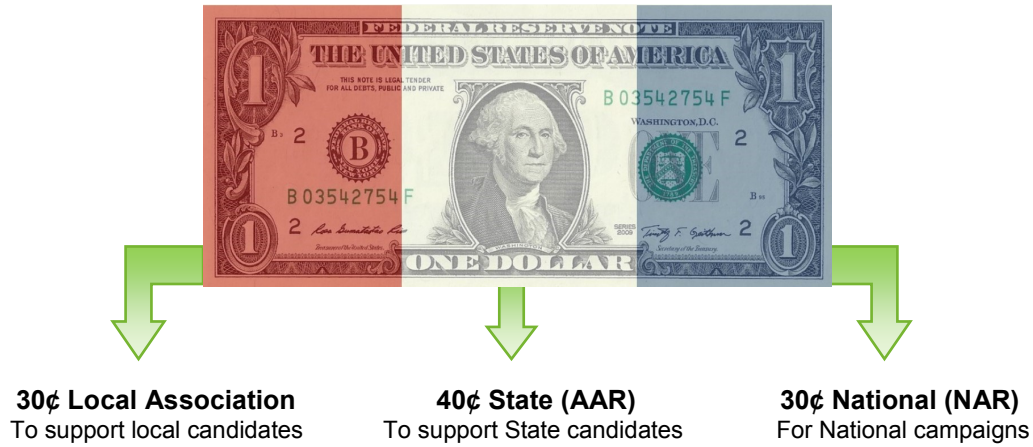
- Individuals First and Last **NAME**
- Individual's **FULL NRDS number**
- **DATE** monies received by the board/association
- Contribution **AMOUNT**

For **Credit Card Payments** AAR must receive the following information or we can't process the payment:

- **Card Type** (Visa, MC, American Express. We do not accept Discover card)
- Individuals First and Last **NAME**
- Individual's **FULL NRDS number**
- **DATE** monies received by the board/association
- Contribution **AMOUNT**
- **Card Number, Security Code and Expiration Date**
- **Billing ADDRESS** for the card used

**If the contributor does not have a NRDS number (non-member) the board must provide the contributor's name and address for the Secretary of State records.**

## Where does your ARPAC dollar go?



**ARPAC Board Sharing** monies are maintained by AAR on a continuing four-year cycle. AAR distributes these funds, for local races only, according to requests received, in writing on the *Board Sharing Request* form, from the local boards/associations. Board Sharing balances are reported monthly on the *Board Sharing Report*.

## ARPAC INVESTMENT LEVELS

Level	AAR	NAR Major Investor	President Circle Major Investor
Participant	\$15 - \$124 annually		
Capitol Circle	\$125 - \$259 annually		
Governor's Circle	\$250 - \$499 annually		
Alabama Circle	\$500 - \$999 annually		
Sterling R		\$1,000 annually	\$1,000 + \$2,000
Crystal R		\$2,500 Sustain: \$1,500	\$2,000 + \$2,000 Sustain: \$1,000 + \$2,000
Golden R		\$5,000 Sustain: \$2,000	\$4,000 + \$2,000 Sustain: \$1,000 + \$2,000
Platinum R		\$10,000 Sustain: \$5,000	\$10,000 + \$2,000 Sustain: \$5,000 + \$2,000
Hall of Fame		\$25,000 cumulative	

**ARPAC Goals** are set annually based on membership in NRDS as of December 31<sup>st</sup>. NAR sets the state goal for funds to be used by NAR in federal campaigns. AAR sets the local board's goal in order to achieve the state goal set by the ARPAC Trustees for use in state and local campaigns. A goal status update is sent monthly on the *ARPAC Goals Report*.

### Things To Do

- Request ARPAC brochures from AAR to promote ARPAC at your local board and meetings.
- Organize ARPAC fundraisers to help meet your goal and educate your members about ARPAC.
- Follow the law regarding ARPAC fundraising, promotion and funds remittance. (*RPAC policy Guide* available upon request from AAR.)
- Remit contributions by deadlines with all required information.
- Date stamp or note the date when you receive contributions.
- Note corporate/business checks or credit cards on your Transmittal Report. These contributions cannot be credited to RPAC but can be credited to the PAF (Political Action Fund) **and count towards your goal.**
- Support your local candidates with your Board Sharing funds according to the legal campaign contribution guidelines.

### Things Not To Do

- Send cash to AAR through the mail.
- Send checks and/or credit card forms to AAR without a *Funds Transmittal Report*.
- Take over \$100 in cash from an individual in one day.
- Use ARPAC contributions for fundraising expenses without notification.
 

**Example:** ARPAC event ticket is \$50.

Incorrect: You keep \$30 for expenses and give member \$20 credit.

Correct: Advertising and ticket include notification that \$30 will go towards the event and \$20 will be credited as an ARPAC contribution.
- Advertise your event on social media. This is a solicitation and it is illegal to solicit non-members for ARPAC.

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## ARPAC REPORTS for Local Boards

### **Goals Report** – Emailed monthly

ARPAC contributions year-to-date by board and region. The report includes the number of contributors, YTD amount, the number of major donors, comparison to previous year, etc. This report provides most of the information needed to apply for NAR Fundraising grants.

### **Major Investor Report** – Emailed monthly

List of Major Investors and pledges year-to-date. It also lists the Hall of Fame and President Circle members.

### **Board Sharing Report** – Emailed monthly

ARPAC local board sharing funds for the most recent four-year cycle which includes the current YTD totals for each board/ association.

### **Contributor Report** – Emailed upon request

List of your members who have contributed and YTD amount.

**Funds Transmittal Report** to be used by boards/associations to report ARPAC contributions from fundraisers, monthly contributions or dues billing. If using your board's reporting software your reports must include the required information stated above (name, NRDS#, received date, amount)