HOW TO RUN A PAC DRIVE IN YOUR LOCAL

Consider your local…
Think about the size and organization of your local association. How will you be asking members to give to PAC? Will each building have a building meeting? Will building reps be the ones asking? Will an officer come to each building? Will you have a PAC chair in each building to conduct the drive?

Before you begin…
- It is helpful to have a list of the members in your local who give to PAC and who don’t, for those people who aren’t sure if they give. Your president, treasurer, or membership chair can run this list from MARS.
- Run off enough copies of “Facts about PAC” to give to everyone. Carefully review the sheet and the attached meeting script so you are comfortable with the information on it. Please note the fact that when members contribute to PAC, 70 cents goes to NJEA PAC and 30 cents goes to the NEA PAC Fund (the NEA Fund for Children and Public Education), unless members specify otherwise on the form.
- There is also a handout “Why Should You Give to PAC” which has the same information as in the script if you want to hand that out to people after you talk to them.
- Get PAC forms to hand out to members. Some local associations have been successful by filling in the form ahead of time for members so that all they have to do is add their social security number (or last four digits, or membership number), check off a box, and sign the form. You know your members best, so decide if that strategy will help you or not.

The PAC drive…
- Run the 10 minute meeting to ask members to give. You can also ask members to give in face-to-face direct conversations.
- Make sure you either collect the forms when you ask for a contribution, or tell members when you will be back to collect them. Remember that PAC contributions are voluntary, not mandatory.
- If members do not want to put their full social security number on the form, they can put the last four digits or the membership number from their NJEA membership card.

As you run your PAC drive…
- Send your forms to NJEA Government Relations, 180 West State Street, Trenton, NJ 08607. Don’t hold onto them for too long.
- Remember, members should hold onto the last copy (goldenrod) of the form.