

LOCAL IPACE REBATE GUIDE

Listed below are guidelines regarding your local IPACE rebate. There are rules and regulations set by the State Board of Elections which govern the use of political action funds. Listed below is some important information regarding the use of this money and possible reporting requirements. Please review this information carefully and if you have any questions, please do not hesitate to contact IEA Government Relations.

Use of Local IPACE Money

- **All IPACE funds must be kept in a separate checking account**
- **DO use for all local political education programs**
- **DO use for local campaigns and local contributions (e.g. school board elections)**
- **DO use on school board election contests and other local elections (e.g. referendum)**
- **DON'T contribute to state or federal candidates**
- **DON'T contribute IPACE monies to the NEA Fund**
- **DON'T earn interest on IPACE monies**
- **DON'T commingle IPACE funds with any other monies**
- **DON'T use IEA regional office equipment or supplies for political activities without reimbursing the office from your IPACE account**
- **DON'T accept dues monies from education associations for political action (either IPACE or NEA Fund)**

State Board of Elections Information

If your local's political action committee either receives or disburses more than \$3,000 in any 12-month period (not necessarily a calendar year or your fiscal year), it **may** be subject to the reporting and disclosure requirements of the State Board of Elections. These include the initial registration on Form D-1 and then ongoing periodic reporting of activities on Form D-2.

Once your organization meets the \$3,000 threshold once, it is required to continue to file the D-2 forms even if the threshold is not reached in subsequent years. There can be substantial fines for failure to do so. Please note that the D-1 must be filed within either five or ten business days after you meet the threshold, depending on how close you are to the next election, so it is important to be aware of your PAC's status with respect to the threshold and to be aware of your reporting requirements before the threshold is actually met.

Local PAC Disclosure Requirements

When determining whether your local PAC is subject to the disclosure requirements, please keep in mind the following:

- **Your regular local IPACE rebate (up to \$10 per member) does NOT count as a receipt in terms of the \$3,000 annual threshold.**
- **Expenditures either in favor of, or in opposition to, a candidate for local public office (e.g. school board) OR a question of public policy (e.g. a referendum) DO count toward the \$3,000 annual threshold.**
- **Expenditures for more general political purposes such as political education, "meet the candidates" events, etc. do NOT count toward the threshold.**

The latest campaign disclosure information is available from the Illinois State Board of Elections (www.elections.state.il.us) or from your county clerk.

If you have any questions about the use of this money please contact your IEA lobbyist. Questions about filing requirements should be directed to the State Board of Elections, your IEA lobbyist or the IEA Director of Business Services.