



## **Prior Approval Authorization**

If you have not done so already, we strongly encourage your firm to sign the ACEC/PAC prior approval form. The approval form does not obligate you or your firm to contribute to ACEC/PAC -- it simply allows ACEC to accept voluntary contributions to ACEC/PAC from firm employees. The form is an administrative requirement of the Federal Election Commission (FEC), and we need your assistance in complying with federal law. Prior approval can be granted for up to five years at one time, and may be withdrawn at any time.

If you have any questions about the prior approval form or ACEC/PAC, please contact Katherine Bohny at [kbohny@acec.org](mailto:kbohny@acec.org) or at (202) 347-7474.

## **Prior Approval Frequently Asked Questions**

### **Q: What is “Prior Approval” and why do I/my firm need to sign a form?**

A: The Federal Election Commission (FEC) requires federal political action committee to obtain written approval from ACEC members before it may solicit, accept, or process contributions from employees of the member firm. Prior Approval may be granted for up to five (5) consecutive years by the firm and may be withdrawn at any time. Only one approval form is required per firm.

Granting Prior Approval does not obligate the firm or its employees to support the PAC – it simply gives ACEC permission to communicate to certain employees (a member’s owners/principals, managers, professional engineers, and other salaried, exempt employees under the Fair Labor Standards Act) about the PAC and the role it plays in advancing and protecting the industry’s interests in Washington.

### **Q: Can anyone from the firm sign the Prior Approval form?**

A: Prior Approval may be granted by anyone so authorized by the firm. This includes the firm’s chief executive or the owner/principal, but may also include those designated to represent the firm at ACEC state and national meetings.

### **Q: Will ACEC/PAC directly solicit employees at my firm?**

A: That’s up to you. By signing a Prior Approval form, you could allow ACEC to solicit all principals and senior executives in your firm, or only certain individuals in the firm. You could also give ACEC approval to accept voluntary contributions, but request that no solicitations be made to firm employees, and ACEC will honor the request. A firm can also request that only a certain branch or branches be granted approval.

### **Q: Our firm has our own Federal PAC; can we still contribute to ACEC/PAC?**

A: Yes. Even if your firm has a federally registered PAC, your employees can still contribute up to \$5,000 each year to ACEC/PAC. The same holds true for Federal PACs that give a “PAC-to-PAC” contribution to ACEC/PAC.

### **Q: Why should a firm sign a Prior Approval form?**

A: In practical terms, granting Prior Approval allows firm employees who wish to support ACEC/PAC the ability to do so, since ACEC/PAC cannot accept contributions without a signed Prior Approval form. Congressional legislation will continue to directly affect firms, and ACEC/PAC is the engineering industry’s biggest and most effective tool for helping to elect U.S. House and Senate members that support policies favorable to the industry. We need the support of every member to ensure the industry’s voice is heard on Capitol Hill.

**If a contribution is submitted and the member does not have prior approval on file, the ACEC/PAC Director will contact the contributor to obtain this paperwork. If they are unable, the contribution will be returned.**