Seminar for Trade Associations, Membership and Labor Organizations and their Political Action Committees

Agenda

June 7, repeated on June 8, 2011
FEC Headquarters
Washington, DC

8:00 - 8:30 AM — Registration

8:30 - 8:45 AM — Welcome

8:45 - 9:00 AM — Break

9:00 - 10:30 AM — Breakout Workshops
(Choose One Option)

Option 1A: Basics for Beginners
• Overview of FECA
• Contributions and expenditures
• Filing information

Option 1B: Recent Developments in the Law
(Do not select option 1B if you have not previously attended an FEC workshop.)
• Important court cases
• Recent legislation and regulations

10:30 - 10:45 AM — Break

10:45 AM - 12:15 PM — Team Workshops:
PAC Operations, Part 1
(Please choose the option that applies to the organization you represent)

Option 2A: Trade Associations
• Solicitation notices
• Collecting contributions
• Fundraising techniques

Option 2B: Membership and Labor Organizations
• Solicitation notices
• Collecting contributions
• Fundraising techniques

12:15 - 1:15 PM  Lunch Break
Lunch on your own. A list of eateries will be provided.

1:15 - 2:45 PM — Team Workshops,
PAC Operations, Part 2

Option 2A: Trade Associations
• Methods for supporting federal candidates
• Types of PAC communications

Option 2B: Membership and Labor Organizations
• Methods for supporting federal candidates
• Types of PAC communications

2:45 - 3:00 PM — Break

3:00 - 4:00 PM — Breakout Workshops
(Choose One Option)

Option 3A: Trade/Member/Labor Communications and Resources
• Permitted organization communications
• Use of organization facilities

Option 3B: Electronic Filing: Hands on Training with FECFile
• Learn how FECFile works and its features

4:00 - 4:30 PM — Meet Your Analyst
An opportunity to meet your Campaign Finance Analyst, the person who reviews your committee’s reports, and discuss your questions regarding reporting and the FEC’s review process.