



League of Women Voters of Minnesota Records

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BOARD MEMO



THE LEAGUE
OF WOMEN VOTERS
MINNESOTA

550 Rice Street
Saint Paul, Minnesota 55103
Phone 612-224-5445
Fax 612-292-9417

PRESIDENTS' PACKET 1994-95

The Presidents' Packet is a set of basic resource information for local League Presidents. It contains information about administration, field service, action and the Education Fund. As always, please call if you have questions - 612/934-2991 (h) or 612/224-5445 (LWV office). Have a great year.

Kay Erickson, LWVMN President

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1919
A VOICE
FOR CITIZENS,
A FORCE
FOR CHANGE
1994

League of Women Voters

Mission

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, and influences public policy through education and advocacy.

Vision, Beliefs and Intentions

The goal of the League of Women Voters is to empower citizens to shape better communities worldwide.

The League of Women Voters of the United States is a nonpartisan political membership organization, which:

- acts after study and member agreement to achieve solutions in the public interest on key community issues at all government levels.
- builds citizen participation in the democratic process.
- engages communities in promoting positive solutions to public policy issues through education and advocacy.

The League of Women Voters Education Fund is a nonpartisan public policy educational organization, which:

- builds citizen participation in the democratic process.
- studies key community issues at all government levels in an unbiased manner.
- enables people to seek positive solutions to public policy issues through education and conflict management.

We believe in:

- respect for individuals.
- the value of diversity.
- the empowerment of the grassroots, both within the League and in communities.
- the power of collective decision making for the common good.

We will:

- act with trust, integrity and professionalism.
- operate in an open and effective manner to meet the needs of those we serve, both members and the public.
- take the initiative in seeking diversity in membership and programs.
- acknowledge our heritage as we seek our path to the future.

Principles

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States.

The League of Women Voters believes that democratic government depends upon the informed and active participation of its citizens and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible.

The League of Women Voters believes that every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and that no person or group should suffer legal, economic or administrative discrimination.

The League of Women Voters believes that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing, and coordination among the different agencies and levels of government.

The League of Women Voters believes that responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy and adopt domestic policies that facilitate the solution of international problems.

The League of Women Voters believes that cooperation with other nations is essential in the search for solutions to world problems and that development of international organization and international law is imperative in the promotion of world peace.

Where Do the Principles Come From?

The Principles are "concepts of government" to which the League subscribes. They are a direct descendant of the Platform, which served from 1942 to 1956 as the national repository for "principals supported and positions taken by the League as a whole in fields of government to which it has given sustained attention." During most of this period, the principles were grouped, along with specific legislative measures and policies supported by the League, under "Gettysburg Address-type" categories (Government of the People, etc.). By 1956, the Platform had disappeared from the League vocabulary, but the principles survived as "The Principles." Since then, the Principles have served two functions, according to the LWVUS Bylaws: 1) authorization for adoption of national, state and local program (Article VII), and 2) as a basis for taking action at the national, state and local levels (Article VIII).

As for action to implement the Principles, the appropriate board authorizes action *once it determines that member understanding and agreement do exist* and that action is appropriate. As with other action, when there are ramifications beyond a League's own governmental jurisdiction, that League should consult other Leagues affected.

The national board suggests that any action on the Principles be taken in conjunction with current League positions to which they apply and on which member agreement and understanding are known to exist. The Principles are rather broad when standing alone, so it is necessary to exercise caution when considering using them as a basis for action. Furthermore, since 1974 most of the Principles have been an integral part of the national program, most notably in the criteria for evaluating government that appear at the end of the formal listing of program.

TIPS FOR LOCAL LEAGUE PRESIDENTS

Welcome! and congratulations to all new and continuing League Presidents! You have taken on a rewarding and challenging job. You have a chance to help your League in significant ways and the opportunity to develop personal skills and contacts. In choosing you, your fellow League members recognize your leadership capabilities and knowledge. The beginning of a new League year is an opportunity to get off to a fresh start in your local League. Use the summer to get ready for the challenges and opportunities ahead. Use all the resources available to you to get yourself and your board ready for action in the fall.

Organize...

- * Get a notebook to use as a journal. Carry it with you and keep track of what you do each month. Jot down ideas, list things you need to do, take notes of phone calls made and received. Having everything in one place will be much easier than trying to keep it in your head or on little pieces of paper.
- * Make sure your board members understand their responsibilities, and know what you expect of them. If possible, meet with them individually to review their specific League job. Make sure files have been passed on by past board members. Discuss your procedures regarding meeting attendance, bulletin deadlines, bills and expenses.
- * Have a board training. You can do this yourself, but why not invite your state board communicator to do it for you! The input of someone who is not from your League may help you gain a new perspective on where you are going.
- * Use an expandable file with tabs for each board member to distribute mail as it comes in.

Prioritize...

- * Spend time with your board discussing your goals and activities for the coming year. Be realistic about members' time limitations and commitment to League activities. A state board member could be the discussion leader for this if you think it would be helpful. Try to eliminate unnecessary work.
- * Promote a willingness among your board members to try new ways to accomplish a task. Many League jobs can be shared or divided into smaller bites to make it easier for busy members to help. Consider the possibility that if no one wants to do a job, maybe it doesn't need to be done! What would you miss if you didn't do it?

Delegate...

- * You are not in this alone. Do not try to do everything yourself -- DELEGATE. You are helping other members to develop their leadership skills. Remember, if you don't want to be president for life you need to start training your successors.

- * Be sure to involve your members who are not on the board. They may be willing to chair an off-board committee, or work with a board member on a specific project. It is especially important to involve new members. Don't be afraid to ask. If the member is not interested in or does not have time for the assignment you have in mind, don't make her/him feel guilty. Try to find out what sort of involvement she/he would be interested in. Almost everyone is willing to do some small task. Have membership surveys available at unit meetings, annual meeting, fall kick-off, etc.

Read...

- * Open the mail when it comes - scan for important dates, items. Yes, sometimes the mail seems endless! The material you get from LWVMN and LWVUS is important. Some of it needs to be read with care, but some only needs scanning from you and distribution to the board member who will handle it. Most Leagues get a "Duplicate Presidents' Mailing" and the vice president receiving it also scans the material and distributes it to the appropriate board members. If your League only gets one mailing, decide who should get what, make a copy for your files and work out a distribution system. Try to handle mail as soon as possible after you receive it. Also, time management experts recommend only handling a piece of paper once. In other words, look it over, decide what you need to do with it and move it along.
- * Why re-invent the wheel? Many helpful publications are available to help you. Each board member should have a copy of IN LEAGUE, the relevant sections of OUTLOOK. These resources are invaluable, but you won't know unless you at least scan them so you know what is there, and then keep them handy to use as references.

Communicate...

- * Your president's message in your local League bulletin sets the tone for your League. Be upbeat, encouraging, celebrate successes, promote coming events, thank everyone who helps with League work, encourage teamwork.
- * Keep in contact with your Regional Rep. You should send her your bulletin and board meeting agenda and minutes. Don't be afraid to be honest about your concerns, or problems you may be having. Most state board members have been local League presidents. We know it is not all sunshine and roses, and we want to help you and your League.
- * Attend statewide and regional meetings and encourage your members to do the same. It is always fun to get to know people from other Leagues and share ideas. We can learn from each other. Large meetings also begin to give your members the powerful feeling that they are involved in a great organization that is larger than your local League.

Have FUN!...

- * Whatever work you have to do, make it enjoyable. Altruism is not the only motive for League involvement. We are also getting something out of it personally. We are learning and growing. We like the people we meet in League. We enjoy it! Don't be afraid to show that it is fun!

(with thanks to LWV-Illinois)

PUBS FOR PRESIDENTS
(Resources for local League Presidents)

From LWVUS:

1. In League (Guidelines for League Boards)
2. Meaningful Meetings
3. Impact on Issues: A Leader's Guide to National Program
4. Getting the League Job Done (Leaders Resource List)

LWVUS Address and Phone Number:
League of Women Voters of the United States
1750 M Street NW
Washington, DC 20036
202/429-1965 Fax: 202/429-0854

From LWVMN:

1. Outlook 1994-1995 - Calendar and Counterpart Communiques (a "how to" for you and your board)
2. Program for Action (Summary of LWVMN Positions)
3. Action Guidelines and Coalition Guidelines ("how to" take action on the local level and how to work effectively in coalition)
4. How to Make a Difference (LWVMN lobbying manual)
5. Membership Guide (a "how to" for membership chairs)
6. Debates Guidelines ("how to" put on a candidate's debate)
7. How to Use Your LWVMN Education Fund
8. Board Memo (Written by portfolio counterparts on the LWVMN Board/comes after each LWVMN Board meeting/has LWVMN activities, helpful hints for getting the job done/what other local Leagues are doing)
8. Capitol Letter (published bimonthly during legislative session to keep members and subscribers apprised of the League's legislative issues)

LWVMN Address and Phone Number
League of Women Voters of Minnesota
550 Rice Street
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THE LEAGUE
OF WOMEN VOTERS
OF THE UNITED STATES

Important Change in Third-Class Nonprofit Postal Regulations

Leagues should be aware that the Postal Service has issued proposed regulations excluding publications with advertising from mailing at the third-class nonprofit rate. This affects all Leagues that mail their bulletins or other materials at the nonprofit bulk rate, if they include any advertising that is not "substantially related" to the purpose of the organization. In effect, this excludes all outside advertising (such as the business card ads carried in many LWV bulletins), as well as much "in-house" advertising for items such as products.

The Postal Service has said that it will implement this regulation about March 1, 1994. As with most mailing regulations, the Postal Service will investigate noncompliance after the mailing has been entered at a post office. The Postal Service plans to require an official of the qualifying organization to sign a certification statement claiming that the mailing qualifies for nonprofit third-class rates.

The Postal Service is moving ahead with this regulation, despite the fact that it appears to contradict congressional intent in passing postal reform legislation late in 1993. The comment period on the regulation is open until February 9, 1994, and the Alliance of Nonprofit Mailers and other groups are working hard to oppose the Postal Service's interpretation of the law.

However, Leagues should probably assume that after March 1, 1994, Postal Service regulations will not allow for a third-class nonprofit publication to include advertising.

We will keep you posted of any developments.

February 1, 1994

President

Becky Carr
St. Albans, West Virginia

Vice Presidents

Diane B. Sheridan
Taylor Lake Village, Texas

Peggy Lucas
Minneapolis, Minnesota

Secretary-Treasurer

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Nancy Pearson
Tacoma, Washington

Carole Wagner Vallianos
Manhattan Beach,
California

Kathleen Weisenberg
Atherton, California

Executive Director

Gracia M. Hillman

FEDERAL DISABILITIES ACT: REQUIREMENTS FOR PUBLIC MEETINGS

Title III of the Federal Disabilities Act under the section on Public Accommodations requires that an American Sign Language/English interpreter for the hearing impaired be provided upon request at an event to which the general public is invited. A public candidate forum is such an event. To be in compliance with the law your candidate forum publicity should include a statement that "a qualified American Sign Language/English interpreter will be provided for hearing impaired persons who request one by (date)_____." If no requests are received by the date specified, that is the end of it. If there is a last minute request, we are required to make a reasonable attempt to meet it.

If it is not possible to provide this service because no interpreter is available or your League does not have or cannot raise the money, the forum can go on as planned, but legally we may be required to show that we did try to comply. Keep a written record of the request and what you did to meet it - dates, times and the names of people with whom you spoke.

We are not in this alone and there are resources to help groups meet this new law. Minnesota has a regional network of interpreter referral centers - a list of those numbers is provided in this packet along with information on interpreters. These centers provide free referral service to help you find an interpreter who can meet the needs of the person(s) requesting one. Other possible requests could be for large print, tactile or oral interpreters. The referral center can explain this for you.

The first step after receiving a request is to call the center. Tell them the kind of request and the date, time, place and expected duration of your meeting. They will find an interpreter for you if possible and can also direct you to possible sources of funding in your area.

Qualified American Sign Language/English interpreters are trained in the translation of English to American Sign Language, a visual language with a totally different syntax. They usually work as independent contractors. Their rates vary, but you can expect a two hour base rate of \$45 to \$70. Prices beyond the first two hours also vary. It is possible that you may need to have more than one, since they need a break after 45 minutes. Some may be willing to work pro bono or to reduce their rates for a volunteer group such as League.

You already know that public events need to be held in buildings and rooms that are accessible to the disabled. This law extends access to those who have other problems. While it adds another level of complexity to your planning, the regional referral centers should minimize the amount of extra time it will take.



THE LEAGUE OF WOMEN VOTERS

MINNESOTA

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LOCAL LEAGUE BOARD TRAINING

October 1993

BOARD TRAINING offers local Leagues the opportunity to prepare their leadership to carry out the functions that provide stability and credibility for the organization. To assist with this responsibility, LWVMN has trainers prepared to conduct board training workshops for all local Leagues.

In order to meet the changing needs of local League boards, the training program is divided into the following five areas. Local Leagues may choose one or more of these areas or may design a training session that more specifically addresses its own needs. Also, local Leagues may consider inviting their general membership to any training session. Each workshop runs about 1 1/2 hours. To set up a board training session, contact Peggy Thompson, Field Service staff, LWVMN office, (612)224-5445.

BOARD ORIENTATION — Ideal for the whole board — especially new members of the board and for experienced members who have not served recently on the board. Committee members and individuals being considered for future board positions also could be included. A board should provide a board orientation at least once every two years. This session is interactive and includes information about boards in general, the League's non-partisan policy, board responsibility, and how to ensure an efficient, productive meeting.

DIVERSITY — This workshop explores the barriers and identifies some possible solutions for diversity (racial, ethnic, age, gender) in League membership. It also examines the why and how of coalition-building with diverse groups within your community.

ACTION AND ADVOCACY — This interactive workshop includes a discussion of how to get active in issues on the local level and how to use your League positions to influence public policy in your community. Learn what other local Leagues are doing for action and get an update on lobbying activity at the state level.

LEADERSHIP AND GROUP PROCESS — A workshop that will offer insights into:

- personality styles and how each style can contribute to effective group process. Get to know your personality type through a modified Myers-Briggs assessment and learn to understand and appreciate other types.
- what is leadership?
- conflict resolution and how to deal with difficult people.
- how to nurture emerging leaders.

LWV 75TH ANNIVERSARY — MAKING PLANS TO CELEBRATE! — Find out what LWVUS is planning to do on a national level and what other state and local Leagues are planning. Brainstorm ways to get some great visibility for your League through sponsoring a fun community event, an educational forum, a fundraiser, etc.



THE LEAGUE OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

Stewardship and Responsibilities

TO: Local League Board Presidents and Board Directors

1/94

FROM: Linda Satorius
LWVMN Director — Field Service

Not many of us had to campaign, or even compete, for a position as director on a League board. Indeed, most of us became a director by virtue of our willingness to fill a needed role. But, nevertheless, each of us technically was elected by our members (no matter how informal or casual the process may have been) to a position which carries with it certain specific responsibilities.

The primary job of each individual director, as well as the board of directors as a whole, is to preserve, protect and enhance the assets of the organization. The term, "assets", however, covers much more than financial well-being. For the League, it also means membership and program. And perhaps most important of all, it means our history and our name.

The League's reputation, or "good name", could be called our most precious and valuable asset. It is this reputation, built on 75 years of League history, that enables the League to pursue its mission in a credible and effective way. As a director, then, you assume responsibility for protecting the League's image and reputation. You become a steward of the League.

How can you do this? Here are some suggestions to guide you.

- Make sure that your League adheres to its non-partisan policy.
- Make sure that your membership participates fully in consensus — the grass roots is our strength.
- Make sure that your League "speaks with one voice" when making public statements (based on consensus and adopted positions).

Our public image is a reflection of how well we take care of our internal workings.

Remember that your job as a director (responsible for the welfare of the whole organization) comes first — then followed by your job as a portfolio or committee chair. You must not assume that because you are, say, budget committee chair that you have no responsibility for membership. The title of director requires you to look at all the pieces of the big picture.

The following are specific areas of responsibility — pieces of the big picture — that you (individually as a director and collectively as a board) are accountable for:

1. **GIVE DIRECTION TO YOUR LEAGUE THROUGH GOAL-SETTING.** Know what your goals are (program, membership, financial, etc.) and communicate them to your membership.

2. **SET AND FOLLOW POLICIES.** Bylaws are the "laws" that govern the organization and are approved by the membership. Policies are directions to the officers and directors on how to carry out the bylaws and "work" of the League. Policies are written and adopted by the board and should be reviewed annually.

3. **FUND THE LEAGUE.** Approve finance drives and assist in the campaign. Collect membership dues. Be alert for prospective donors.

4. **MANAGE THE FUNDS OF THE LEAGUE.** Approve the budget prior to its presentation and adoption by the membership. Thoroughly review the treasurer's monthly report, ensure that appropriate financial forms are filed in a timely manner, and see that Per Member Payments are made.

5. **PROMOTE MEMBERSHIP AND LEADERSHIP DEVELOPMENT.** Assist in recruiting new members, provide opportunities for participation, and promote leadership development.

6. **DETERMINE CONSENSUS.** Appoint study chairs, adopt consensus questions for local study, determine areas of consensus, and adopt local position statements.

7. **EVALUATE THE LEAGUE.** Look back at the goals formulated at the beginning of the year. Develop strategies to overcome weaknesses.

(Thanks to the Texas LWV for this list.)

To be a good director is to be a good steward. Stewardship is the "umbrella" that covers all the various responsibilities of a director. Your League is counting on you to be a good steward.

To: Local League Presidents
From: Kay Erickson
Subject: League Policies
Date: May 31, 1994

The League has a number of policies, some of them written, some of them understood. As a local League president you need to be familiar with both types of policies.

Members of a League board have the responsibility for making policy decisions, keeping the organization financially sound, attending meetings, and helping with membership and fundraising.

The overarching responsibility of a board member is to be a good steward of the organization. Board members are responsible for protecting the League's image and reputation.

Because our public image is a reflection of our internal workings, as a League president you need to:

- Make sure your League develops and adheres to a nonpartisan policy (See "In League" for samples.);
- Make sure your membership participates fully in consensus--the grassroots is our strength;
- Make sure your League "speaks with one voice" when making public statements.

1. Nonpartisan policy

Early in your League year your board should review discussions and adopt a nonpartisan policy. There are examples in the LWVUS publication "In League."

2. Speaking with one voice means that board members don't undermine the image or credibility of the organization verbally or in print.

It means that:

- Only the president speaks for the League unless she/he delegates that authority to someone else (Most LWV bylaws make this statement.);
- When a position is reached by a League board, a League at another level that disagrees with that position may remain silent, but may not publicly disagree;
- When a decision or position is reached by a League board, board members may not publicly disagree.

Members of the League may always speak in their own name about any issue.

3. Nonpartisan and political

The League is both. It is sometimes difficult to remember that while the League is a nonpartisan organization--neither supporting nor opposing political parties or candidates--it is a political organization which takes positions on issues. Sometimes those positions are non-controversial and sometimes they are highly controversial--and perceived as partisan.

4. Fundraising within your boundaries

It is important to remember that when soliciting contributions, you should generally solicit funding from individuals (unless they have ties to your League), corporations and foundations within your geographic boundaries.

This policy is understandable if you think about how your League would feel if a neighboring League began soliciting from businesses in your community. Soliciting beyond your geographic boundaries may create animosity among Leagues and confusion for funders because they don't always understand the three levels of the League or that there are many Leagues in the state.

As all levels of the League gear up to fund projects for the 75th anniversary, please remember the importance of communicating and coordinating solicitations among local Leagues and with the state and national Leagues. If you feel there is an overriding need to go beyond your geographic boundaries, please notify the local League in that area. If you are soliciting funding from a foundation, please call Jean Tews, LWVMN Development Director (612/224-5445) so LWVMN is aware of your plans when we make our fundraising appeals. We will notify you when we are making calls on a corporation or foundation in your community. The 75th anniversary is an opportunity for all levels of the League to work cooperatively.

If you have questions or concerns about these policies, please call me at 612/224-5445 (LWVMN office) or 612/934-2991 (home).

Sept

For Membership Events, Candidates Meetings, Whatever!

FIELD SERVICE
(Erickson - 612/934-2991)

BANNERS AND DISPLAY BOARDS that we took to the LWUS Convention to commemorate League's 70th birthday are now available for local Leagues to borrow. The banners are replicas of the original Suffragist banners that were carried in parades, etc. We have four banners approximately 36" x 24" that can be carried on 6' flagpoles. We also have stands for the poles.

The six display boards have pictures and text about Clara Ueland, first president of the LWVN and the Suffragist movement in Minnesota. The Boards are about 30" x 18" and have stands on the back for displaying on a table. We also have tapes of the "Pride and Passion" song that was presented at Convention. It's a song that celebrates League and might be fun for your kick off meetings or board retreats.



over →

THE LEAGUE OF WOMEN VOTERS: OUR PRIDE AND PASSION

CHORUS

Remember the pride and the passion
Of those who marched for our rights
We will carry the pride and the passion
Ever onward, ever upward to new heights.

VERSES

We picked up their banners and started to shake
The world on its axis for everyone's sake
Informing the voters of pertinent facts
And calling on Congress for praiseworthy acts.

(Chorus)

On things international we have perspective
On national issues we're always effective
We want what is best for the red, white and blue
Constitutional rights and good government too.

(Chorus)

We practice the art of gentle persuasion
We argue politely on every occasion
With great resolution we carry our mission
Of social well-being to each politician.

(Chorus)

We see as our duty the need to promote
Increased registration to get out the vote
Fair representation has long been our aim
Election reform is the name of the game.

(Chorus)

While some people think we are decent but dull
They know in their hearts we have power and pull
With passion and pride we will march to the fore
And carry the banner ten thousand years more.

(Chorus)

*Music by Cici Hunt and Kiki Karpen
Lyrics by Ruth Shur*

© Bunt/Karpen/Shur/'90

LEAGUE OF WOMEN VOTERS OF MINNESOTA
ACTION GUIDELINES FOR LOCAL LEAGUES

These guidelines are designed to ensure that the League speaks with one voice. The Board of Directors of LWVMN is the final authority in action policy when resolving conflicts if more than one local League is involved or when state LWV policy is involved. Remember that when taking action it should be made clear that all League action is nonpartisan. Action addresses issues rather than candidates or political parties.

I. ACTION ALERTS

From time to time local Leagues receive calls to action from the LWVMN and the LWVUS. These may be in the form of an Action Alert from the state or national League, giving background information on an issue together with action strategies and instructions. Action suggestions also appear in the Capitol Letter, MN Voter, Report from the Hill, and in other communications from the state or national League. All Leagues are strongly requested to carry out the suggested action.

II. LOCALLY INITIATED ACTION: Local Leagues may want to initiate action. Local action by Leagues is vital and is encouraged.

A. THE DECISION TO TAKE ACTION WHICH WILL AFFECT ONLY YOUR COMMUNITY RESTS WITH YOUR LOCAL BOARD IF CERTAIN REQUIREMENTS ARE MET: In deciding to take action based on a local position, the board must consider whether the contemplated action falls within the relevant position and whether the local position is consistent with the position of other levels of LWV. The board will also want to consider whether members understand and support the action and whether the action would be effective in the community.

Local Leagues may take positions in their communities based on positions from other levels of League, and consultation with a board member from that level may be helpful in planning action strategy. If action affects other area Leagues, and there is an inter-league organization such as Council of Metropolitan Area Leagues, that level of League must be consulted before any action is taken.

B. ACTION THAT WOULD AFFECT MORE THAN ONE LEAGUE REQUIRES CONSULTATION WITH THE BOARDS OF THE OTHER LEAGUES INVOLVED. The procedure to be followed will depend on the complexity of the issue and the number of Leagues involved. If only two or three Leagues are affected, all should agree (or have no objection) to the plan of action. If more than three Leagues are involved the LWVMN legislative coordinator or Action Committee should be consulted. A substantial majority of the Leagues involved must agree to the contemplated action. This consultative arrangement is necessary to ensure agreement on the interpretation of positions, to coordinate activities of the different levels of League, and to enhance the effectiveness of League action campaigns.

C. ACTION THAT WOULD INVOLVE CONTACT WITH A STATE GOVERNMENT OFFICIAL REQUIRES CONSULTATION WITH THE LWVMN LEGISLATIVE COORDINATOR OR STATE BOARD PRESIDENT. This consultation is necessary in order to keep LWVMN informed about all state-level advocacy efforts and to ensure that there is no conflict with other LWVMN action.

Local Leagues may take action on the state level under a local position if all three of these conditions are met:

1. The legislation must not be statewide in scope;
2. Every affected local League must be notified of the proposal prior to any action;
3. Such action must be approved by the State Board or the State President, Legislative Coordinator and Program Chairs prior to any action.

D. ACTION THAT WOULD INVOLVE CONTACT WITH GOVERNMENT OFFICIALS AT THE NATIONAL LEVEL REQUIRES CONSULTATION WITH THE NATIONAL LWV OFFICE.

As with state-level action, the local League must clear plans with the relevant level of League. You may call the LWVUS office directly or you may contact the appropriate state program chair or LWVMN legislative coordinator for guidance. In general, permission to act at the national level may be limited to those issues included in the LWVUS Advocacy Agenda.

(These guidelines are adapted from those of LWV-Illinois)

COALITION GUIDELINES FOR LOCAL LEAGUES

A coalition is a temporary alliance for a specific purpose.

1. When should LWV join a coalition?

A coalition membership is most useful to the LWV when it is a temporary alliance for some specific issue. It is best if the LWV serves as a founding member of the coalition so that LWV principles will be a basis for the structure. Membership in any coalition must be approved by the action chair(s) or committee and LWV board of directors.

Special attention should be paid to any potential coalition's funding, decision-making apparatus, nonpartisanship and communications within and without. It is particularly important that we determine that we are not lending the credibility of the LWV to a questionable coalition. At the time of joining a coalition the structure for formal withdrawal should be in place.

As a condition of joining a coalition, LWV reserves the right to withdraw the use of our name if we are not in agreement with a proposed statement or action.

It is possible for LWV to take part in loose networking arrangements with other organizations that allow us to act on an ad hoc basis and do not use the LWV name as an agreeing participant. While League members may attend networks or organizational meetings of many kinds, no endorsement of the group or its objectives is possible or may be inferred without approval by the appropriate level of LWV. (See Action Guidelines) It is necessary for the action chair(s) and the LWV president to review and approve. League delegates to networks may speak not as individuals but only as members of LWV.

2. How should we function within a coalition?

LWV should never join a coalition unless a LWV delegate is in regular attendance at all decision-making meetings of the coalition and decisions must reflect LWV principles. When attending coalition meetings the LWV delegate must not speak as an individual but with the voice of the LWV. Communications within the coalition and with the LWV through the delegate are of paramount importance.

Any spoken or written testimony issued by the coalition must be seen and approved by the appropriate action chair and LWV president. (Even with prior approval it should be noted that press conferences are innately dangerous since words can be taken out of context and the press sets the agenda.)

It is important to keep LWV priorities first in the mind of the representative to the coalition. It is easy to become impassioned with the topic or cause and oversubscribe the League's resources and/or limits of commitment. The LWV is a multipurpose organization with finite finances and personnel and bound by member consensus.

3. When should LWV leave a coalition?

Coalitions should be evaluated as a matter of course each time dues are

requested and approved by the appropriate LWV board of directors. If the specific purpose desired by the League has been achieved, if the coalition is expanding to new issues and achieving an independent identity of its own or if the LWV no longer has the time or resources to monitor the coalition by active and continued personal participation it is time to withdraw.

Withdrawal from a coalition should always be done in writing and the reasons should be stated explicitly. Withdrawal should be done on positive terms so that future communication and cooperation are possible. State that a coalition is moving beyond permitted bounds of LWV participation as determined by our grassroots consensus or that it is not possible for us to take part in partisan activities or that we cannot afford the resources to continue. It should never be done as a criticism of the coalition but only as a statement of our limitations. We do not want to foster rumors about our withdrawal or nonparticipation in a coalition. The same contacts that were made to announce the taking part in the coalition should be used to announce the withdrawal and the reasons for doing so.



THE LEAGUE OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

MEMO

TO: Local Leagues
FROM: Trudell Een, LWVMN Treasurer
DATE: March 17, 1993
RE: Partial Payment of PMP with Tax-Deductible Money

Beginning April 1st, 1993, each local League will have the OPTION to raise part of its per member payment (PMP) in the form of tax-deductible contributions to the LWVMN Education Fund, a 501(c)(3) organization.

Local leagues have been able to pay LWVUS PMP's using tax-deductible funds since 1978. The LWVMN policy allows a similar arrangement and follows the LWVUS guidelines.

- Q. How much of our PMP may be paid with tax-deductible money?
- A. Up to 25%.
- Q. Can our local League use funds that are now in our LL Ed Fund account to pay PMP?
- A. No. Because of legal considerations, funds raised for specific education projects and deposited in your Ed Fund account cannot be used to pay your PMP obligation.
- Q. What Ed funds can be used to pay PMP?
- A. Newly raised funds may be used. Your LWV must explain to donors that their contribution will be used for general unrestricted purposes, including payment of PMP." Since previous donors would not have been advised of this, their contributions may not be used to pay PMP's.
- Q. How will the LWVMN Ed Fund keep track of funds for educational projects and funds that may be used to pay PMP?
- A. The LWVMNEF bookkeeper will establish a separate account for each LL that requests to use a tax-deductible contribution to pay PMP.
- Q. Does our LL treasurer need to keep a separate account?
- A. Yes. A separate account must be kept. The treasurer must also keep a record of the donor, date of check, the amount received, and the transmittal date to the state office.
- Q. What are the steps for making partial payment of PMP with tax-deductible money?
- A. 1. Ask your donors to make their checks payable to LWVMNEF. Explain that their contribution will be used for general unrestricted purposes, including payment of PMP.
2. Send donors' unrestricted contributions to the LWVMNEF. Your LWV thus acts as a transmittal agent.

3. Send a statement with the check(s) clearly indicating that payment of PMP is intended.

If a donor mistakenly writes a check to your LWV rather than to the LWVMNEF, be sure not to deposit the check into your bank account. Ask the donor either to reissue the check to the LWVMNEF or to provide you with a written statement authorizing its deposit into the LWVMNEF account. If you mistakenly deposit such a check into your LWV's bank account, you may write a check to the LWVMNEF for the sum of the contribution, but it must be accompanied by a written statement from the donor that the funds should be transferred to the LWVMNEF.

- Q. When can our local league begin to use tax-deductible money to make partial payment of PMP's?
- A. You may begin April 1, 1993.
- Q. What if we have additional questions?
- A. Please contact me at (517) 263-4316.

**HOW TO USE YOUR
LEAGUE OF WOMEN VOTERS OF MINNESOTA
EDUCATION FUND:
A GUIDE FOR LOCAL LEAGUES**

Revised June, 1994

League of Women Voters of Minnesota Education Fund

550 Rice Street, Suite 201

St. Paul, MN 55103

612/224-5445

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND

INTRODUCTION

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LWVMNEF SHARING POLICY WITH LOCAL LEAGUES

Your local League will receive 10% of an "unrestricted" contribution raised by the state League for the LWVMNEF from a corporation or foundation in your community or the equivalent of what it received before, whichever is greater. The 10% will be deposited to your local League account in the LWVMNEF.

For the LWVMNEF Annual Appeal, your local League will receive 25% of an "unrestricted" contribution of \$50 or more raised by the state League for the LWVMNEF from an individual if so requested.

HOW TO OPEN AND MAKE DEPOSITS IN YOUR LEAGUE ACCOUNT

Send a donor's check made payable to the LWVMNEF directly to the state office:

League of Women Voters of Minnesota Education Fund
550 Rice Street
St. Paul, MN 55103

Enclose a deposit slip, Form A-1, for proper credit to your League's account. The check may be from your League, a corporation, a foundation, a member or an individual. The check may be for any amount. There is no minimum deposit required. However, interest on local League and state League accounts is kept by LWVMNEF to go towards administrative costs incurred by the Fund.

A check made out to LWVMNEF must never be deposited in your local League account in your community, but must be sent directly to your LWVMNEF account. If a check from a donor is incorrectly made out to your local League, your Treasurer must endorse the check over to LWVMNEF.

You will receive a notice of your League's account balance after every deposit or withdrawal. If there is ever a discrepancy with your Treasurer's balance, call the League office to straighten it out.

HOW TO SOLICIT MONEY FOR YOUR LEAGUE ACCOUNT

Members: Your League can solicit contributions from its members to the LWVMNEF. These contributions cannot be a portion of membership dues, but must be a gift in addition to dues. A separate check must be made payable to LWVMNEF.

Finance Campaign: You can solicit money to the LWVMNEF during your Finance Campaign. You can offer the option of giving to the LWVMNEF to those donors who you think may be especially interested in a tax deduction for their donation, or to those who do not want their gift to be used for League lobbying activities. These gifts can be used for any LWVMNEF approved project and are called "unrestricted."

Project: You can solicit money to be used only for a LWVMNEF approved project. This is called "restricted" money because it can only be used for that project. If the project is cancelled, or the money is not all used on that project, it must be returned to the donor(s); with the donor's permission, the money may be kept in your local League account for another LWVMNEF approved project. Many corporations and foundations particularly like to give to a specific project and be given credit on the publication or meeting program for their role in informing the public.

The federal tax law requires you to carefully state when contributions or gifts are not deductible as charitable contributions. Therefore, solicitations of funds OTHER THAN to LWVMNEF should contain specific wording. The wording to use for solicitations to individuals should be slightly different from that for solicitations to businesses, since a business may choose to deduct a contribution as an ordinary and necessary business expense. For example, some businesses may consider a contribution to their local League the ordinary and necessary business expense of public relations.

Sample wording for solicitations directed to businesses might be:
"Contributions to the LWV of _____ are not deductible as charitable contributions for tax purposes but may be deductible as an ordinary and necessary business expense." However, recognizing that some businesses (and foundations) will wish to make tax-deductible contributions, a following sentence might read: "However, tax-deductible contributions for the educational work of the LWV of _____ may be made payable to the League of Women Voters of Minnesota Education Fund (LWVMNEF)."

Sample wording for solicitations directed to individuals might be:
Contributions to the LWV of _____ (or dues for membership in the LWV of _____) are not deductible as charitable contributions for tax purposes.

HOW TO DO A PROJECT THROUGH THE LWVMNEF

Approval: Before you begin any project, you must get the approval of the LWVMNEF. The project must be reviewed and approved by LWVMNEF to insure that it meets Internal Revenue Service 501(c)(3) requirements. THAT APPROVAL CANNOT BE MADE RETROACTIVE. The criteria for approval are as follows:

1. Project must be educational in nature, designed to serve the general public (not exclusively League members).
 - a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.

- b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national and international affairs. Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.
2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
3. There must be no mention or advocacy of LWV positions or actions.
4. Project must not be for membership recruitment or retention.
5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

LWVMNEF Board approval is not a value judgment of a project but an assessment as to whether the project meets 501(c)(3) IRS requirements.

Fill out Form A-2, "Local LWV Application for Approval to do a Project" and mail it to the state office at least three weeks before you plan to begin the project. When doing the Project Budget, remember it is a guide to the costs and income of the project. Final costs may be higher or lower than anticipated in the Project Budget. It is always a good idea to get bids for commercial printing, and to make estimates of all costs as accurately as possible.

After you receive LWVMNEF approval, you may begin to raise money for the project.

Raising Money: You cannot raise money specifically for the project ("restricted" funds) before LWVMNEF approval; but you may raise "unrestricted" funds at any time. You can apply "unrestricted" funds to the project after it is approved. On any approved project, you may use all "restricted," all "unrestricted" or a combination of both types of funds.

Doing the Project: As you carry out the project remember to include a credit line acknowledging the participation of LWVMNEF where appropriate. You may also acknowledge donors to the project. Such credit might read, "Prepared by the League of Women Voters of Moorhead Area. Published by the League of Women Voters of Minnesota Education Fund with contributions from..." You send thank you letters to donors.

If your project is to include voter service or citizen information materials in your local League bulletin, use Form A-2. Check the "publication" box. Under Details of Project include:

1. the % of bulletin space you plan to devote to voter service or citizen information;
2. the number of issues of the bulletin to contain such information (will you do it just once or monthly?);
3. description of contents (note Criteria on page 2).

Under Project Budget give the estimated cost as a proportion of your total bulletin costs.

A project must be completed within one year, or, if continuing, must be resubmitted for approval annually.

HOW TO GET YOUR \$ BACK

You pay all bills and keep all financial records for the project. Do not send invoices to LWVMNEF. Funds to pay project expenses may be drawn from your local League account by completing Form A-3, "Final Report of Local LWV Project (How to Get Your \$ Back)" at the completion of the project. If you do a publication, with your project, send two copies of the publication to LWVMNEF.

Funds can be withdrawn before completion of the project by submitting Form A-3 periodically during the project. Simply note on the form that the project is on-going and delete "Final" from the title.

If more funds are withdrawn than are spent on the project or a profit is made, the balance must be returned to your local League LWVMNEF account for use on another project.

In the case that a local League is disbanded, the balance of that League's Ed Fund account will revert to the LWVMNEF account.

Project Checklist

1. Send in Form A-2, "Local League Application for Approval to do a Project" at least three weeks in advance of starting date of the project.
2. LWVMNEF Board approves project if it meets criteria and notifies you.
3. Upon notification of approval, raise "restricted" money and begin project.
4. Acknowledge LWVMNEF where appropriate.
5. Send in Form A-3, "Final Report of Local League Project (How to Get Your \$ Back)" with two copies of publication when project is completed.
6. Pay bills keeping all financial records.
7. Send any profits back to your local League account for this or another of your projects through the LWVMNEF.

HOW TO BUY PUBLICATIONS WITH LWVMNEF MONEY

LWVMNEF Publications: Publications published by LWVMNEF may be purchased with money in your local League account. Fill out Form A-4, all three sections, in order to request the purchase, order the publications and receive a cash advance. You will receive a check from your LWVMNEF account (cash advance) in order to pay the invoice received with the publications. You then send a check from your treasurer to LWVMNEF. This exchange of funds is necessary on the advice of our accountant; a bookkeeping transfer from one account to the other is not satisfactory.

Publications of Other Organizations: Publications published by another organization, including other levels of League, must meet the same IRS criteria as for projects (see p. 2). PRIOR APPROVAL OF LWVMNEF IS NECESSARY BEFORE PURCHASE. Fill out Form A-2, "Local LWV Application for Approval to do a Project," and send it to LWVMNEF with a sample copy of the publication (if possible) and a distribution plan at least three weeks prior to purchase.

APPENDIX A

Form A-1 Deposit Slips

Form A-2 Local LWV Application for Approval to Do a Project

Form A-3 Final Report of Local League Project (How to Get Your \$ Back)

Form A-4 Project Request to Purchase LWVMNEF Publications

YOU MAY COPY ALL FORMS AS NEEDED

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND

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St. Paul, MN 55103

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Date _____

DEPOSIT SLIP-Local League Account

Form A-1 April 1990

To:

League of Women Voters of Minnesota
Education Fund
550 Rice Street
Saint Paul, MN 55103
(612) 224-5445

From:

Name _____

LWV of _____

Address _____

Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

Date _____

DEPOSIT SLIP-Local League Account

Form A-1 April 1990

To:

League of Women Voters of Minnesota
Education Fund
550 Rice Street
Saint Paul, MN 55103
(612) 224-5445

From:

Name _____

LWV of _____

Address _____

Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

CRITERIA FOR EDUCATION FUND PROJECT APPROVAL

Checklist for Local Leagues

- ___1. Project must be educational in nature, designed to serve the general public (not exclusively League members):
 - a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.
 - b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national, and international affairs.

Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.
- ___2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
- ___3. There must be no mention or advocacy of LWV positions or actions.
- ___4. Project must not be for membership recruitment or retention.
- ___5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
- ___6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

Please submit Local League Education Fund Projects to LWVMNEF three weeks prior to the start of the project.

Local League Application for Approval to do a Project*

TO: LWVMNEF
550 Rice Street, St. Paul, MN 55103

Date _____

FROM: _____
Name of person submitting proposal
LWV of _____
Address _____

Phone _____

Who is responsible for the project? _____

Portfolio _____

Title and Date of the Project: _____*Please note: this application must be submitted **at least three weeks** before the project is begun.**Type of Project:**

- ____ Conference Attendance
____ Publication
____ Meeting to Educate the Public on an Issue
____ Candidate Forum
____ Voter Reimbursement
____ Other (please specify: _____)

Note: **Publication** applications should include contents, authors, timetable and distribution. **Meeting** applications should include the planning committee, participants, program and materials. For applications to distribute publications other than LWVMNEF, include a sample copy and the distribution plan. For **Voter reimbursement**, calculate the percentage of column inches devoted to citizen education and voter service.

Purpose of the Project: (Why are you doing this project? What is the need in the community?)**Details of the Project** (please be specific):**Who is the project designed to serve? Who will benefit from the project?****Project Budget:** (Basic Outline)Income

\$ _____ in your Ed Fund account

\$ _____ to be raised

Expenses

\$ _____ Total

Date of Local League Board Approval: _____

Financial Report for Education Fund Grant
(How to Get your Money Back)

TO: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Phone: _____

Date: _____

The following is a final report of the grant made for expenses incurred in connection with:

(Title of Project from Form A-2)

LWVMN Education Fund Grant

\$ _____

Income

Grant from Ed Fund \$ _____

Income from other
sources (if any) \$ _____

**Total Income for
Project** \$ _____

Expenses

Facility \$ _____

Speakers \$ _____

Printing \$ _____

Distribution \$ _____

Promotion \$ _____

Volunteers \$ _____

Office and Overhead \$ _____

Other (_____) \$ _____

**Total Expense for
Project** \$ _____

Please send this report and two copies of any material published in connection with this project to LWVMNEF.

Project Request to Purchase LWVMNEF Publications

To: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Date: _____

Title of Publication to be Purchased: _____

Distribution Plan: _____

LWVMNEF Publication Order Form

All publications are mailed 3rd class unless otherwise specified:

_____ Will Pick Up at the Office _____ Mail First Class _____ Other (_____)

The office will determine the mailing charge and add a 50¢ handling fee.

QUANTITY	LWVMNEF PUB #	TITLE	UNIT PRICE	TOTAL PRICE
Publication(s) cost				
Postage and Handling (to be added by office)				
TOTAL (to be billed to local League)				

Request for Cash Advance from Local League Education Fund Account

Note: Local League must have money in LWVMNEF account before requesting advance.

LWV of _____ Name _____ Date _____

Requests a cash advance of \$ _____, plus postage and handling charge, if any, for the purchase of LWVMNEF publication ordered above.

(For LWVMNEF office only)

Approved on _____ by _____ Cash (\$ _____) advanced on _____ by _____
(date) (amount) (date)

Publication sent _____ by _____ Billed by Invoice # _____ on _____ by _____
(date) (date)

Local League account reduced by \$ _____; Balance in Local League Account \$ _____



THE LEAGUE
OF WOMEN VOTERS
OF THE UNITED STATES

added
enter

May 20, 1994

TO: State League Presidents

FROM: Judy Conover, Deputy Executive Director *jc*

RE: Update on Third-Class Postal Regulations

President

Becky Cain
St. Albans, West Virginia

Vice-Presidents

Diane B. Sheridan
Taylor Lake Village, Texas

Peggy Lucas
Minneapolis, Minnesota

Secretary-Treasurer

Robin Seaborn
St. Petersburg, Florida

Directors

Pat Brady
Springfield, Virginia

Marilyn F. Brill
Danville, Pennsylvania

Jane S. Garbacz
Wilton, Connecticut

Bobbie E. Hill
Camden, Arkansas

Debbie Macon
West Bloomfield, Michigan

Beverly K. McKinnell
St. Paul, Minnesota

Linda Moscarella
Taos, New Mexico

Nancy Pearson
Tacoma, Washington

Carole Wagner Vallanos
Manhattan Beach,
California

Kathleen Weisenberg
Atherton, California

Executive Director

Gracia M. Hillman

In early May, the Postal Service issued final regulations affecting restrictions on advertising in nonprofit third-class mail. **The regulations will go into effect on Sunday, September 4, 1994.** We will be sending an update to all local Leagues on these regulations in June, but in the meantime, **please help us communicate the important details of these regulations to the Leagues in your state.** (Leagues that mail their bulletins and other publications at first-class rates are unaffected by these new regulations.)

The final regulations for third-class nonprofit mail still include a ban on advertisements for products or services that are "substantially unrelated" to the purpose of the organization. This prohibition excludes virtually all outside advertising and ads for any "in-house" products that are not substantially related to the purpose of the organization.

However, third-class publications may include "listings of individual or organizational supporters of nonprofit organizations, publications or activities, if the listing is not larger than 7 square inches (the approximate size of a business card) and appears in a portion of the publication titled 'Sponsors,' 'Contributors' 'Donors,' or a similar designation."

In other words, Leagues that mail at the nonprofit rate can continue to carry business-card-size acknowledgements from contributing business or individuals, with these important guidelines.

- **the listings must be for individuals, organizations or companies, not for specific products or services.** For example, listing Jones Tire & Auto is allowable, listing a sale on snow tires at Jones Tire & Auto is not.

- **the listings may be no larger than 7 square inches, which is the size of most business cards. Larger listings are not permitted.**

- **the listings must be in a section of the bulletin title *Contributors, Sponsors, or something similar.***

The regs, and an explanation of the Postal Service's interpretation of them appear in the *Federal Register* for May 5, 1994.

There is still an ongoing effort to pass legislation in Congress to roll back all of

these regulations, but Leagues should proceed on the expectation that the regulations will go into effect on September 4, 1994.

The Nonprofit Mailers Federation, of which the League is a member, and other affected groups are lobbying Congress to undo these changes in the regs. Rep. Clay, Chairman of the House Post Office Committee, has warned the Postal Service that the regs conflict with the expressed intent of Congress in passing the Revenue Foregone Reform Act of 1993, a package of reforms that will increase nonprofit postage rates over a six-year period and make other changes.

Leagues may want to communicate their opposition to these regs to their members of Congress. Such communications would be particularly effective for Leagues that have MCs on the House Post Office and Civil Service Committee or the Senate Governmental Affairs Committee. Members are listed below.

**House Post Office and
Civil Service Committee**

William Clay, MO, Chair
Patricia Schroeder, CO
Frank McCloskey, IN
Gary Ackerman, NY
Thomas Sawyer, OH
Paul Kanjorski, PA
Eleanor Holmes Norton, DC
Barbara-Rose Collins, MI
Leslie Byrne, VA
Mel Watt, NC
Albert Wynn, MD
Sherrod Brown, OH
Gred Laughlin, TX
Sanford Bishop, GA
Alcee Hastings, FL
John Myers, IN
Benjamin Gilman, NY
Don Young, AK
Dan Burton, IN
Constance Morella, MD
Tom Ridge, PA
Thomas Petri, WI
Sherwood Boehlert, NY
Jim Saxton, NJ

**Senate Governmental
Affairs Committee**

John Glenn, OH, Chair
Sam Nunn, GA
Carl Levin, MI
Jim Sasser, TN
David Pryor, AR
Joe Lieberman, CT
Daniel Akaka, HI
Byron Dorgan, ND
William Roth, DE
Ted Stevens, AD
William Cohen, ME
Thad Cochran, MS
John McCain, AZ

As noted above, we will send this information to all League presidents and DPM subscribers with the next regular mailing. If you have any questions, please call Monica Sullivan, at the national League office (202-429-1965, ext. 291).