

Conducting a Campaign

Thank you for serving as your organization's IHA PAC campaign coordinator. By collaborating with your colleagues and our team, we will achieve our 2025 goal of **\$200,000** and help advance the well-being of Iowa's hospitals, health systems and the people we serve.

The following information will ensure your fundraising campaign is successful and complies with Federal Election Commission requirements. If you have questions or want campaign progress reports, contact Clare Kelly at kellyc@ihaonline.org or 515-288-1955.

Step 1: Complete the prior approval form

The Federal Election Commission requires political action committees to obtain approval from a hospital CEO or authorized representative before soliciting eligible hospital employees. A hospital may approve multiple years, and IHA PAC requests that approvals be granted for five years. You may provide approval by completing:

- The IHA PAC prior approval form available on IHA's website, and email it to IHAPAC@ihaonline.org.
- The electronic prior approval form at ahapac.org/prior. If you need help with this process, email Laura Werner at the American Hospital Association at lwerner@aha.org.

Step 2: Solicit eligible contributors

You **must** send all IHA PAC solicitation correspondence on personal or IHA PAC stationery and/or from a personal email account. Customizable sample materials, including solicitation and thank you letters, are available at ihaonline.org/pac. The hospital or health system CEO should sign all correspondence, excluding title.

Potential contributors should not receive solicitations through work emails or work addresses. You must send solicitations to personal email accounts and home addresses.

Federal law allows only the solicitation of salaried employees from IHA-member hospitals and health systems as follows:

- C-Suite executives, directors, supervisors and managers who are salaried, full-time employees
- Physicians who are full-time, salaried hospital employees
- Trustees and board members

Your list of contributors from last year is available by emailing Kelly Spong at spongk@ihaonline.org.

Step 3: Contribute

IHA offers two easy ways to contribute: online and by personal check. **IHA PAC does not accept cash.**

Every contributor of \$25 or more must submit an IHA PAC contribution form with the following information:

- Name
- Occupation/Title
- Mailing Address
- Hospital/Organization Name
- Email

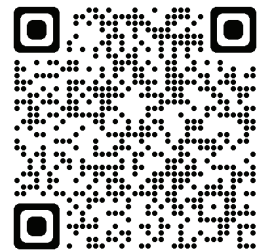
Check: Individual donors can make personal checks payable to the IHA PAC and send it with a completed contribution form to:

IHA PAC
c/o Iowa Hospital Association
100 E. Grand Ave., Suite 100
Des Moines, IA 50309

Checks should be written at each donor's home and sent from home using personal postage. Checks may not be delivered from the employer or any other corporate mailroom.

Online: Individual donors can scan the QR code or donate directly on IHA's website at <https://my.ihaonline.org/PAC-Donation>.

Only personal credit cards may be used.



This QR code will take you directly to the IHA PAC donation page.