



SPAC Collection Sheet (Dos and Don'ts)

- ONLY accept or solicit SPAC contributions from NAPS members or members of the NAPS Auxiliary. (Do not accept or solicit contributions from NAPS vendors)
- ENSURE that SPAC contributors complete LEGIBLY the requested information on the appropriate SPAC Form (e.g., Individual Collection Form, 50/50 Raffle Form, Regular Raffle Form, etc.)
- If conducting a raffle, make sure it is permitted in the state or municipality where it is conducted
- DO NOT accept a Branch check, Branch credit card, or a corporate check for a SPAC contribution
- DO NOT accept cash contributions in excess of \$100. Contributions in excess of \$100 must be made by check, money order, or credit card.
- DO NOT accept a check from one NAPS member on behalf of another member (The name on the check must match the contributor)
- CONVERT total cash contributions into a postal money order or cashier's check (not a personal check) and mail to NAPS HQ via Priority Mail. Do not send cash through the mail, or with a NAPS officer
- SEND collected SPAC contributions (i.e., checks, money orders, credit cards information and associated forms to NAPS HQ within 7 business days of collection

If you have any questions, please contact NAPS Legislative & Political Director Bob Levi at either naps.rl@naps.org or 703-836-9660