

Daily ACORN timesheets must be kept by all staff during periods of APAC activity. Timesheets must reflect 40 hours/week of ACORN time, so ACORN can assure itself that any staff volunteer involvement in APAC activities is in fact voluntary work done on the staff's own time. It is not necessary to record APAC work on timesheets. In the rare case of a VISTA volunteer working on the ACORN staff, obviously the VISTA prohibition against political activity takes precedence but this will not restrict the rights of the rest of the staff to do volunteer APAC work if they so choose.

D. ACORN Office Facilities:

APAC uses the ACORN office to do volunteer work as long as the following conditions are met:

- a. the APAC work does not prevent or interfere with normal ACORN work or activity normally carried on during office hours in the office
- b. the cost of production for any APAC campaign materials produced using ACORN machines is reimbursed by APAC to ACORN promptly
- c. any use of the office or its facilities by volunteers who are not members of ACORN or staff volunteering on their own time must be reimbursed by those volunteers to ACORN (an unlikely occurrence).

As long as these three conditions are met, APAC has a legitimate right to use the ACORN office and its facilities for meetings, phone-calling, printing, and any other uses not prohibited in this model. See Appendix E. for standard reimbursement fees that might be incurred under section b. or c. In those cases ACORN should promptly bill the responsible party and obtain payment to comply with the law.

E. Mailings:

APAC can send mailings to the ACORN membership using ACORN's labels and bulk mail permit. APAC can also send mailings to the general public, but no solicitation of funds or mention of APAC fundraising activities can be included in mailings to non-members. Production and postage costs must be paid by APAC, or reimbursed immediately by APAC to ACORN if paid by ACORN.

If an APAC mailing to ACORN members mentions or advocates participation in any kind of APAC fundraising activity, the following statement must be included in the text:

"Funds raised will be used by the (state) ACORN Political Action Committee to work for the election of candidates who will best represent the interests of low and moderate income people."

If the membership mailing includes any mention or request for members to make financial contributions to APAC, the above statement must be included along with the following additional statement:

"A contribution of \$___ is suggested from each ACORN member. APAC is prohibited by law from having a dues system. You are free to give more or less than \$___ if you choose to contribute. Your decision will not affect your ACORN membership status in any way, but remember that your contribution to APAC is a contribution to building political power for low and moderate income people."