

Requesting and Receiving Campaign Checks



TREPAC is engaged at every level of government: federal, state, and local. However, the process for campaign contributions is different for each level. For local and state-level campaigns, all funding flows through TREPAC. At the federal level, funds are disbursed from the REALTORS® Political Action Committee (RPAC) and distributed by TREPAC.

Please note: Per election law, a local association cannot send its own funds to a candidate.

Federal contributions

- 1 TREPAC Trustees make support recommendations to the RPAC Trustees
- 2 RPAC Trustees vote on recommendations
- 3 RPAC dispenses check to state association staff, who sends to the federal political coordinator (FPC)
- 4 An email is sent to the following individuals within the congressional district, notifying them that a check has been mailed to the FPC for that congress member: FPC, association executives (AEs), governmental affairs directors (GADs), Trustees, Political Involvement Committee (PIC) members, regional field representatives, PAC leadership, Texas REALTORS® Governmental Affairs staff
- 5 Upon email notification, local associations are asked to organize a check presentation with REALTOR® members and local-association leadership

State-level contributions

- 1 Local-association recommendations are submitted to TREPAC
- 2 TREPAC Trustees vote on support recommendations
- 3 TREPAC dispenses check to TREPAC Trustee* for signature and delivery
- 4 Email is sent to the following individuals within the Texas House or Senate district, notifying them that a check has been mailed to the Trustee: Trustees, AEs, PIC members, GADs, Texas REALTORS® Governmental Affairs staff, regional field representatives, PAC leadership, Legislative contact team member
- 5 Upon email notification, local associations are asked to organize a check presentation with REALTOR® members and local-association leadership

Local contributions

- 1 Local associations contact TREPAC to verify non-corporate funds available
- 2 Local associations approve and request funds for local candidates from TREPAC
- 3 TREPAC dispenses check to the TREPAC Trustee for signature and delivery
- 4 Email is sent to the following individuals in the local area, notifying them that a check has been mailed to the TREPAC Trustee: AE, GAD, Trustees, PIC members, TREPAC staff
- 5 Upon email notification, local associations are asked to organize a check presentation with REALTOR® members and local-association leadership.

*Some exceptions may apply

Check presentation guidelines



Do

- Do have Trustees co-sign checks for state and local candidates
- Do make arrangements with your local associations for a check presentation
- Do get as many Texas REALTORS® involved in the check presentation as possible
 - Be inclusive, not exclusive
- Allow time before the check presentation to review these guidelines with REALTORS® in attendance.
- Do deliver the check in a timely manner
 - A mock check presentation should be done at a later date if the candidate needs the check ASAP
- Ask the candidate if there is anything else you can do for him/her
- Do thank the candidate for his/her responsiveness to Texas REALTORS®
- Do thank the candidate for his/her service and leadership
- Do take a photo with the candidate **without** the check in hand
- Do check state and local association calendars and invite candidates to key events



Don't

- Don't deliver checks to legislative offices, judicial offices, city hall, etc.
 - Checks should be delivered at REALTOR® meeting/office locations or candidate campaign offices
 - The check should only be sent by mail in rare cases
- Don't allow a check presentation to take place for statewide checks unless a Trustee is present
- Don't initiate discussion on legislative issues
 - If the candidate brings up issues, be general
 - Refer to TexasRealEstate.com, legislative updates, and other helpful resources
- Don't tie money to legislative action
 - Thank the candidate for his/her leadership/open door policy
- Don't allow questions from members unless asked for by the candidate
- Don't photograph the candidate receiving the check

