



## Corporate Reimbursement Form

Association

AE or TREPAC representative

Mailing address

Contact email

Contact phone

Event date

### Event description

Tell us how you raised money at your event.

### Event Attendance

How many people attended your event?

How many **Texas REALTORS® members attended?**  
(Include REALTORS®, designated REALTORS®, affiliates,  
and the **immediate family members** of these groups)

How many people from the  
**general public** attended?

+

**Total attendance**

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### Event Revenue

How much money did you make from your event?

**How much money did your event generate?**  
Include money received from admission ticket sales,  
dinner/drink ticket sales, auction sales, sale of tickets  
to participate in **skill based games/competitions**,  
merchandise sales, etc.

\$

**Note:** Revenue received from the sale of **advertising**  
**or sponsorship opportunities** at your event is not  
Event Revenue and should not be included.

**Total event revenue**

\$

### Event Expenses

Enter the amount of direct purchases you made  
for the following list of items.

<b>Auction items</b>	\$
<b>Prizes</b>	\$
<b>Professional entertainment</b>	\$
<b>Facilities</b>	\$
<b>Food &amp; beverage</b>	\$
<b>Advertising &amp; promotion</b>	\$
<b>All other</b>	\$
<b>Total event expenses</b>	\$

## Donations

What is the value of all in-kind donated items?

<b>What is the total fair market value of all the auction items donated to your event?</b> You must submit a <b>donated item form</b> for each auction item donated.	\$
<b>What is the total fair market value of all the prizes donated to your event?</b> You must submit a <b>donated item form</b> for each prize donated.	\$
<b>What is the total fair market value of any professional entertainment donated to your event?</b> You must submit a <b>donated item form</b> for each entertainer who donated his or her services.	\$
<b>Total fair market value of all in-kind donated items and services</b>	\$

## One-third rule calculation\*

Did you meet the one-third rule?

<b>Line 1</b> Total event revenue	\$
<b>Line 2</b> Total amount spent on auction items, prizes, and professional entertainment plus total fair market value of all in-kind donated items and services	\$
<b>One-third calculation = Line 1 divided by Line 2</b>	
<b>Line 3</b> The amount to be deducted from local non-corporate TREPAC allocation when one-third rule is not met.	

\* The total event revenue must be at least three times the value of auction items, prizes, and professional entertainment, whether these items were purchased by the board or received as a donation. If the one-third calculation is less than 3, all funds generated by the event will be marked as corporate

## Corporate reimbursement\*

How much is your reimbursement?

Enter the total amount of your reimbursement request. The amount requested must be equal to or less than the total event expenses.	\$
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Will a portion of the expenses be covered by an NAR grant?  Yes  No

*If yes, please enter the grant amount approved* \_\_\_\_\_

Were a portion of the expenses covered by sponsors?  Yes  No

*If yes, please attach a list of each sponsor's name with the dollar amount paid.*

\* Note: If you used sponsor dollars to offset any of your event expenses, please deduct that amount from your requested reimbursement.

Signature \_\_\_\_\_

Print name of person authorized to spend local TREPAC funds \_\_\_\_\_

Title \_\_\_\_\_

Send form + related documents to  
TREPAC  
Attn: Scout Garza  
P.O. Box 2246  
Austin, TX 78768-2246  
sgarza@texasrealtors.com



## Glossary of terms

Term	Definition
<b><u>Advertising and promotion</u></b>	The amount spent to advertise and promote your event. Examples include fliers, posters, mailers, etc.
<b><u>Advertising or sponsorship opportunities</u></b>	Advertising or sponsorship opportunities are cash fees paid to the local board in return for access to the advertising potential associated with the event.
<b><u>All other</u></b>	The amount spent for miscellaneous items such as decorations, photo copies, equipment rental, services, gifts, etc.
<b><u>Auction items</u></b>	Items purchased with local boards funds to sell in a live or silent auction.
<b><u>Event revenue</u></b>	The money brought in that are the direct result of the actual event. Examples include the sale of admission tickets, sale of silent and live auction items, sale of tickets to participate in skill based games or competitions at the event for the purpose of winning a prize, sale of dinner/drink tickets, sale of merchandise sold at event.
<b><u>Facilities</u></b>	The amount spent on the rental of the place where the event occurs.
<b><u>Fair market value</u></b>	The highest price, expressed in dollars, that an item would bring in an open and unrestricted market between a willing buyer and a willing seller.
<b><u>Food &amp; beverage</u></b>	The amount spent on the food & beverage served at your event.
<b><u>General public</u></b>	Any event attendee who is not a REALTOR®, designated REALTOR®, affiliate member or their immediate family member is deemed a member of the general public.
<b><u>Immediate family members</u></b>	With respect to a member, a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law.
<b><u>In-kind donations</u></b>	Goods or services given instead of money.
<b><u>One-third rule</u></b>	The one-third rule states that the total event revenue must be at least three times more than the amount spent to purchase auction items, prizes, and professional entertainment plus the total fair market value of donated auction items, prizes, and professional entertainment.
<b><u>Prizes</u></b>	Prizes purchased with local board funds to award attendees at your event.
<b><u>Professional entertainment</u></b>	The amount spent on entertainment hired for the purpose of drawing attendees to your event. The entertainer's presence strongly encourages attendance at the event. In other words, most people would not attend your event if not for the entertainment.
<b><u>Skill based games/competitions</u></b>	Examples include trivia, wine toss, quiz show, darts, skeet shoot, hole in one, free throw contest, dunk tank, etc.
<b><u>Texas REALTORS® members</u></b>	REALTORS®, designated REALTORS®, affiliates, Governmental Affairs Alliance members, and their immediate family members.



## The one-third rule

### 1. What is the “one-third rule” and when does it apply?

The so-called “one-third” rule set forth in the Federal Election Commission regulations applies to corporate sponsored fundraising events held to raise voluntary contributions to federal political action committees where the event involves providing prizes, merchandise, or entertainment to contributors. The rule applies to RPAC fundraising events sponsored by NAR or state or local associations because 30% of each RPAC contribution is forwarded to National RPAC to support federal candidates.

### 2. What is the reason for the one-third rule?

The one-third rule is intended to prevent a corporation from giving contributors prizes, merchandise, or entertainment at events like raffles, dinner-dances, auctions, and the like “in exchange” for voluntary individual political contributions. Since an incorporated board of REALTORS® may use corporate monies to pay the costs of conducting an RPAC fundraising event, such an exchange might appear to occur if the prizes or entertainment provided to contributors had approximately the same value as the total contributions made by those individuals in attendance. Thus, the rule prevents the sponsor from providing to contributors prizes or entertainment in exchange for personal PAC contributions where the total amount contributed does not significantly exceed the value of the prizes or entertainment. The rule accomplishes this by establishing a threshold relationship between costs incurred in connection with the event and total contributions made by those in attendance.

### 3. How does the one-third rule work?

In order to prohibit exchanges of corporate money or merchandise for personal PAC contributions, the rule provides that the value of the prizes, merchandise, or entertainment distributed (exclusive of food, beverage and facility expenses, but including professional entertainment expenses) to contributors at a fundraising event, like a raffle or an auction, may not exceed one-third of the total contributions made by contributors at the event. Stated conversely, the event must result in total contributions not less than three times the costs of prizes and entertainment. If that amount of contributions is not achieved, the sponsor must be reimbursed by the PAC in an amount necessary to reduce the net expenditure (for merchandise and entertainment) to one-third of the contributions collected.

### 4. Can you provide an example?

Assume, for example, a board spent \$400 for items to be raffled off at a fundraising event and collected \$1,200 or more in contributions at the event. No reimbursement would be necessary because one-third of the fundraising proceeds (one-third of \$1,200, or \$400) is equal to the board’s costs. But if the board collected only \$900 in contributions, it would have to be reimbursed for the amount by which the expenses (\$400) exceeded one-third of the contributions collected ( $\$900 \div 3 = \$300$ ), or \$100. [This calculation is complicated by the fact that this formula only applies to the National RPAC portion of the contributions, and any reimbursement must be made by National RPAC. In this example, National RPAC’s portion of the total contributions is 30% of \$900, or \$270, and one-third of that amount is \$90. Similarly, National RPAC’s allocable portion of the expenditures allocable to raising Federal PAC funds is 30% of \$400, or \$120. Thus, this example would require reimbursement by National RPAC of \$30, which is the difference between \$120 and one-third of \$270 (\$90.00).]

It is important to recognize two points in making these computations: (1) Each prize need not satisfy the one-third standard individually as long as the costs of all items and contributions received for them do so collectively. (2) In computing the board’s costs of the prizes distributed via the event, items donated to the board must be valued at their fair market value, since even though such items may have been acquired by the board without cost they have a market value and thus constitute an asset of the board with that fair market value.

Excerpt from the National RPAC Almanac