



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

October 22, 1998

James B. Martin, Treasurer
Mark Udall for Congress
P.O. Box 729
Louisville, CO 80027

Identification Number: C00331439

Reference: Amended April Quarterly Report (1/1/98-3/31/98) dated 7/27/98

Dear Mr. Martin:

On September 29, 1998, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your October 14, 1998 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

-In order to establish "best efforts" you must provide a complete description of your committees procedures for requesting the occupation and employer information for all individuals who contribute over \$200 in a calendar year. You have included a worksheet used by the campaign. You have also indicated that a letter is sent and staff and volunteers make telephone calls to contributors to obtain missing information. Please note the following:

- each initial solicitation should include a clear and conspicuous request for the contributor information
- a written or oral request for missing information should be made within 30 days and may not include an additional solicitation or material on any other subject other than thanking the contributor
- a pre-addressed return envelope or postcard should be include with any written follow-up requests

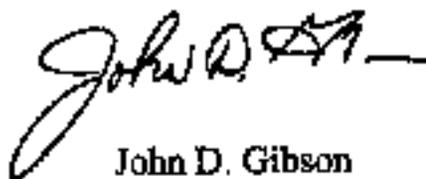
- amendments should be filed to disclose any previously unreported information

Please clarify all your procedures in order to establish "best efforts".

If this information is not received by the Commission within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions related to this matter, please contact Mary Beth deBeau on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,



John D. Gibson
Assistant Staff Director
Reports Analysis Division

