

MISCELLANEOUS TEXT (FEC Form 99)

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER

Sierra Club Independent Action

C00483693

Mailing Address 2101 Webster Street
Suite 1300

City State ZIP Code
Oakland CA 94612

Romy Adame-Wilson
Senior Campaign Finance & Reviewing Analyst
Reports Analysis Division
Federal Election Commission
1050 First Street, NE
Washington, DC 20463

Identification Number: C00483693

Re: REFERENCE: NOVEMBER MONTHLY REPORT (10/01/2021 - 10/31/2021)

To Romy Adame-Wilson:

This memo pertains to the letter sent on December 14, 2021 requesting additional information on the following items:

?Commission Regulations require that a committee discloses the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR ? 104.3(a)(4)(i)) Identification for an individual is defined as the full name (initials for first or last name are not acceptable), complete mailing address, occupation, and name of employer. (11 CFR ? 100.12) Your report discloses contributions from individuals for which the identification is not complete.

The following employer name and occupation entries appear on your report and are not considered acceptable: "Information Requested / Information Requested" and "Information Requested / Lawyer"

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR ? 104.7(b)(1)) See 11 CFR ? 104.7(b)(1)(B) for examples of acceptable statements regarding the requirements of federal law.

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR ? 104.7(b)(2)) The requests must:

- ? clearly ask for the missing information, without soliciting a contribution,
? inform the contributor of the requirements of federal law for the reporting of such information, and
? if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you should either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR ? 104.7(b)(4))

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Please amend your report to provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.?

As we've submitted in our past Request for Additional Information (RAI) responses, Sierra Club Independent Action has a standing practice of requesting employer and occupation information in the original solicitation as well as sending "best efforts" letters to donors requesting that they complete their missing information. Our printed letters (accompanied by return envelope) sent after receiving the contribution follow this format:

?Thank you for your contribution to Sierra Club Independent Action, we appreciate your support! Federal law requires political committees to report the name, mailing address, occupation and name of employee for each individual who contributes more than \$200 in a calendar year. Your accumulated year to date contribution totals \$\_\_\_\_\_, with the last contribution made on mm/dd/year.

Please help us comply with that requirement by providing the information requested below and returning this letter in the envelop provided. If you have no employer and are retired or self-employed etc., please state so.

Employer's name or principal place of business: \_\_\_\_\_ Occupation: \_\_\_\_\_

SCIA is a political committee. Unless otherwise notified, 100% of your contribution will be applied to your contribution limit under federal law. Contributions to SCIA are entirely voluntary.

SCIA cannot accept money from individuals who are not United States citizens or permanent residents.

Again, thank you for your support of Sierra Club Independent Action.?

When donor responses arrive by mail, we promptly update their information in our EveryAction program and submit appropriate memo entries on line 11(a) or amend the original filing. We are currently preparing to update contribution information with our next monthly filing. SCIA will continue to implement our long-standing Best Efforts practice.

If you have any additional questions please contact Dave Thack, Assistant General Counsel, Senior Director of Compliance at (248) 635-7315.

Sincerely, Ari Trujillo-Wesler Sierra Club Independent Action