FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-1

January 7, 2004

Phillip C. Chaffee, Treasurer
Operating Engineers, Local 98 Social Action Fund
2 Center Sq
PO Box 217
East Longmeadow, MA 01028

Response Due Date:
February 6, 2004

Identification Number: C00142083

Reference: Amended Statement of Organization, dated 10/06/03

Dear Mr. Chaffee:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your Statement of Organization was not signed by the individual identified as the treasurer on the form. The treasurer must sign the original Statement of Organization filed by a committee. Please amend your Statement of Organization to include the appropriate signature. 11 CFR §102.2(a)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just