

A-G79 @B9CI G'H9LH'fl 97 : cfa ' - - Ł

December 9, 2015

Brian Jones
Campaign Finance Analyst
Reports Analysis Division
Federal Election Commission
999 E Street, NW Washington, D.C. 20463

Identification Number: C00135368

Re: NOVEMBER MONTHLY REPORT (10/01/2015 - 10/31/2015)

To Mr. Jones:

This memo pertains to the letter sent on December 6, 2015 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. (11CFR ? 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 / Engineer," "Information requested / Information requested," and "Self / RMT."

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?

As we've submitted in our past Request for Additional Information (RAI) responses, the Sierra Club Political Committee has a standing practice of sending "best efforts" letters every month to donors requesting that they complete their missing information. Our printed letters (accompanied by return envelope) follow this format:

Thank you for your contribution to the Sierra Club Political Committee, 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: _____

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

SCPC cannot accept money from corporations (including professional corporations) or from individuals who are not United States citizens or permanent residents.

A-G79 @ B9CI G'H9LH'fl 97 : cfa ' - - t

Again, thank you for your support of Sierra club Political Committee.

The best efforts letters for donations made between 10/1/2015 and 10/31/2015 had already been mailed by the time that we received this inquiry by the Commission. When donor responses arrive by mail, we promptly update their information in our FECfile program and submit appropriate memo entries on line 11(a). We are currently preparing to update contribution information with our next monthly filing. SCPC will continue to implement our long-standing Best Efforts practice. If you have any additional questions please contact Dave Thack at (202) 675-2395.

Sincerely,

Debbie Sease

Sierra Club Political Committee
