



# FEINGOLD

SENATE COMMITTEE

SECRETARY OF THE SENATE

03 NOV 21 PM 12:02

November 12, 2003

Secretary of the Senate  
Office of Public Records  
Attn: Chris Jones, Reports Analysis Division, FEC  
P.O. Box 5109  
Alexandria, VA 22301-0109

Re: Best Efforts Procedures  
FEC Identification Number: C00279901

Dear Mr. Jones:

This letter is intended to update the Federal Election Commission (FEC) on the Feingold Senate Committee's "best efforts" procedures. As you know, these procedures lay out the ways in which the Feingold Senate Committee attempts to obtain the required employer and occupation information from each contributor.

As you are aware, federal election law requires political committees to report the employer and occupation information of all donors whose contribution total exceeds \$200 in a calendar year. The Feingold Senate Committee makes a strong effort to secure this information for all donors, regardless of the \$200 aggregate threshold.

First, in accordance with FEC guidelines, the Feingold Senate Committee includes a "best efforts" notification on all solicitation materials. This notifies the contributor about the regulations requiring our committee to obtain and report this information. This notification is printed on all reply cards for mail solicitations, donor cards at fundraising events, and our web form for online contributions. All solicitation materials printed by the Feingold Senate Committee contain space for the donor to fill in this information.

Second, if the information is not obtained when the committee receives the contribution, the Feingold Senate Committee sends out a follow up letter to the contributor requesting the information. Again, the letter explains that the Feingold Senate Committee is required by federal election law to receive and report this information. A reply form and envelope are included. Copies of all letters sent to the donors are kept in the office.

Lastly, if the information is still not secured via the first two attempts, the Feingold Senate Committee staff makes calls to the donor. The call log is kept on file along with follow up letters. In certain cases an email is sent to the contributor. Again, the calls and emails to the donors include mention of the "best efforts" notification.

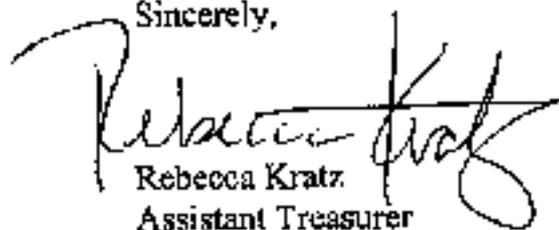
**RUSS FEINGOLD • UNITED STATES SENATOR WISCONSIN**  
P.O. Box 520062 • Middleton, WI 53562-0062 • (608) 831-7877 • fax (608) 831-3192  
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Authorized and paid for by the Feingold Senate Committee, Daniel D. Hannula, Superior, WI, Treasurer

Once this information is received, it is inputted into the FEC quarterly report, and our contributor database. In accordance with FEC guidelines, the Feingold Senate Committee reports this information in amendment form, should the information be secured after the report has been filed.

Should you have any questions about the Feingold Senate Committee's "best efforts" program, please feel free to call me at (608) 831-7877. Thank you in advance for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Kratz". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline that extends to the right.

Rebecca Kratz  
Assistant Treasurer



**FEINGOLD**

SENATE COMMITTEE

P.O. Box 620062

Middleton, WI 53562-0062



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# United States Senate

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