FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

JAN 27 1998

David Powdrell, Treasurer
Friends of Lois Capps
P.O. Box 23940
Santa Barbara, CA 93121

Identification Number: C00331389

Reference: 12 Day Pre-Special (11/17/97-12/24/97)

Dear Mr. Powdrell:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than $200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation: The committee should

- request the contributor information in initial solicitations
- make follow-up requests (if necessary)
- report the information
- file amendments to disclose previously unreported information

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the $200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing.