

Education Minnesota 2024 campaign reimbursement request form for election activities

Local union/chapter name: _____

Local number: _____

Worksite/campus: _____

Payable to: _____

Cellphone: _____

Personal email: _____

Home address: _____

City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

For each action, Education Minnesota PAC will reimburse up to \$1.75 per member at the worksite or a \$40 minimum.

of members: _____ x \$1.75: _____ = Total reimbursement: _____

1. Date of first activity: _____ Number of attendees: _____
Description of activity: _____

2. Date of second worksite activity: _____ Number of attendees: _____
Description of activity: _____

3. Please attach **original receipts** to the reimbursement form.

4. Attach a completed "2024 campaign universal sign-in sheet" with all names of member participants (attached).

5. Return completed form to:
Education Minnesota – Kari Mellerup/Public Affairs
41 Sherburne Ave.
St. Paul, MN 55103
Phone: 651-292-4862

All payments will be made by direct deposit.

Education Minnesota accounting only:

PAC budget code 5115-160-11


Reviewed by/date: _____

Approved by/date: _____

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www.educationminnesota.org

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Education Minnesota 2024 campaign reimbursement guidelines

For each action during the 2024 campaign, Education Minnesota PAC will reimburse trained election leaders at targeted worksites up to \$1.75 per member, or a minimum of \$40, for costs incurred by them in implementing their election team plans. Reimbursable expenses may be for any expenditures associated with aspects of the election team plan, as long as the plan has been submitted and approved by Education Minnesota.

Expenditures may cover food and beverages (limited to one alcoholic beverage per person), supplies, promotional materials, prizes (not to exceed a \$25 value), logistical costs, etc., associated with planned activities. No funds may be used for activities that reward voter preferences for specific candidates or political parties.

Worksites must meet the following requirements to be eligible for reimbursement funds:

1. At least one member at the worksite must be a trained worksite action leader with a completed election plan on file with Education Minnesota, and be in active communication with designated Education Minnesota staff regarding implementation of the election plan.
2. The full names of all member participants involved in each activity must be submitted with the reimbursement form.
3. Worksite action leaders from multiple sites may work together and submit one form for reimbursement, as long as all participating sites have at least one trained worksite action leader each.
4. Members unable to pay for worksite activity costs upfront should contact their local president or Education Minnesota staff for assistance.