

Planning

- Identify core members to participate in PAC leadership
 - Designate a PAC Treasurer
 - Ideal if not also your Chapter Treasurer
 - Designate an Assistant Treasurer
 - Designate a Principal Officer
- Draft PAC Proposal for the Rep Council
- Determine your funding strategy
- Draft Bylaws
- Name your PAC

Building

- Present Proposal and Bylaws to the appropriate local
 - Adopt Bylaws
- Request Federal Employer Identification Number (EIN)
- Open a Bank Account—Must be a separate account from Chapter bank account
- File State of Organization (Form 410)
 - File with County ROV
 - File with Secretary of State (SOS)
 - Pay \$50 Annual fee to SOS
- Establish a record-keeping system