

Conducting a Campaign

Thank you for serving as your organization's IHA PAC campaign coordinator. By collaborating with your colleagues and our team, we will achieve our 2026 goal of **\$200,000** and help advance the well-being of Iowa hospitals, health systems and the people we serve.

The following information will help ensure your fundraising campaign is successful and follows Federal Election Commission requirements. If you have questions or want campaign progress reports, contact Clare Kelly at kellyc@ihaonline.org or 515-288-1955.

Step 1: Complete the prior-approval form

The Federal Election Commission requires political action committees to obtain approval from a hospital CEO or authorized representative before soliciting eligible hospital employees. A hospital may approve multiple years, and IHA PAC requests that approvals be granted for five years. You may provide approval by completing:

- The IHA PAC prior-approval form is available on IHA's website. Email it to IHAPAC@ihaonline.org.
- The electronic prior-approval form at ahapac.org/prior. If you need help with this process, email Laura Werner at the American Hospital Association at lwerner@aha.org.

Step 2: Solicit eligible contributors

You **must** send all IHA PAC solicitation correspondence on personal or IHA PAC stationery or from a personal email account. Hospital or health system CEOs should sign all correspondence, excluding their titles.

Potential contributors should not receive solicitations through work emails or work addresses. You must send solicitations to personal email accounts and home addresses.

Federal law allows only the solicitation of these salaried employees from IHA-member hospitals and health systems:

- C-suite executives, directors, supervisors and managers who are salaried, full-time employees
- Full-time physicians and salaried hospital employees
- Trustees and board members

Your list of contributors from last year is available from Kelly Spong at spongk@ihaonline.org.

Step 3: Contribute

IHA offers two easy ways to contribute: online and by personal check. **IHA PAC does not accept cash.**

Contributors of \$25 or more must send IHA PAC contribution forms with their:

- Name
- Occupation/Title
- Mailing address
- Hospital/Organization name
- Email

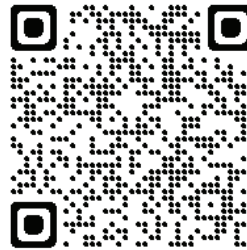
Check: Individual donors can make personal checks payable to the IHA PAC, and send them with completed contribution forms to:

IHA PAC
c/o Iowa Hospital Association
100 E. Grand Ave., Suite 100
Des Moines, IA 50309

Checks should be written at each donor's home and sent from home using personal postage. Checks may not be delivered from the employer or any other corporate mailroom.

Online: Individual donors can scan the QR code or donate directly on IHA's website at <https://my.ihaonline.org/PAC-Donation>.

Only personal credit cards may be used.



Scan this QR code to go directly to the IHA PAC Donation page.