

## For Hospital Chief Executive Officers and Administrators

1. **Fill out and return the NHA PAC Prior Authorization Form.** You can mail the form to NHA PAC, 3255 Salt Creek Circle, Suite 100, Lincoln, NE 68504; FAX to (402) 742-8191; or scan and email to [kporter@nhanet.org](mailto:kporter@nhanet.org).
2. **Review the *NHA PAC Guidelines*.** The guidelines provide an overview of the NHA PAC, eligible contributors, permissible PAC activities for hospitals and individuals and applicable restrictions, limitations and precautions.
3. **Identify the individuals from your hospital or health system who are eligible to be asked to support the NHA PAC.** Those include salaried executive, managerial and administrative personnel, hospital-employed medical staff and trustees.
4. **Write a personal letter to those who are eligible to be solicited.** Sample letters are available on the “NHA PAC Fundraising Kit” CD provided to you. NHA PAC letterhead and contribution cards are also included in your fundraising kit.
5. **Ask eligible employees, medical staff and trustees personally.** The NHA PAC staff has prepared a Microsoft® PowerPoint slide presentation to assist you with such solicitations. The presentation is available on the “NHA PAC Fundraising Kit” CD and it can be customized for your purposes. Some fundraising leaders combine a NHA PAC solicitation with a federal or state legislative update to demonstrate the importance of NHA PAC participation.
6. **Have a for-profit corporate subsidiary or a for-profit corporate affiliate make a contribution to the NHA PAC.** The NHA PAC may accept corporate contributions. If your hospital or health system has a for-profit subsidiary or for-profit affiliate corporation, we urge you to have those entities or their eligible employees make contributions to the PAC. Some fundraising leaders have raised substantial sums by asking for-profit corporations owned by medical staff members to contribute to the PAC.
7. **Mail contributions with contribution cards to the NHA PAC.** Contributions MUST be mailed to NHA PAC, 3255 Salt Creek Circle, Suite 100, Lincoln, NE 68504. The NHA has provided envelopes to ensure contributions arrive at the correct address.
8. **Contact Bruce Rieker, Vice President of Advocacy, at the NHA if you have any questions.** Bruce may be reached at (402) 742-8146 or [brieker@nhanet.org](mailto:brieker@nhanet.org).