



## Contribution Protocol

1. The PFI Director of Government Relations, at the discretion of the PAC Board, will create an estimated giving strategy for political contributions for the upcoming calendar year based on the expected estimated revenue. This giving strategy will include a list of potential political contributions to be issued including the name of the candidate, state and/or district, and the estimated amount to be contributed. The list will be in accordance with the Pet PAC giving guidelines.
2. The PAC Board will convene, either in person or by electronic means, to review the PAC giving strategy. The PAC Board will ensure the contributions are in accordance with the PFI PAC giving guidelines and discuss any contributions that may fall outside the guidelines. A record of the PAC Board's review and vote shall be logged by the PAC Secretary and included in the PAC's permanent files. The contributions may be voted on individually or in groups, at the PAC Board's discretion.
3. The PFI Director of Government Relations, at the discretion of the PAC Board, may make edits to the giving strategy and consider additional political contributions not previously noted in the above process. The PFI Director of Government Relations will conduct a review of each contribution made by the PAC with regards to compliance with the PAC giving guidelines.
4. The PAC Treasurer, in coordination with the PFI Director of Government Relations, will be responsible for administering the political contributions.
5. The PFI Director of Government Relations will prepare a report for the PFI Board of Directors and Government Relations Committee with detailed information of receipts and disbursements. The goal is for that report to occur quarterly.