



## PCC Policy Administration Questions and Answers

### General

- **Who can sign contracts on behalf of a PCC?**  
Only the PCC Postal Co-Chair may sign contracts.
- **Who can sign checks from a PCC bank account?**  
Checks may be signed jointly by the Industry Co-Chair, but the PCC Postal Co-Chair's signature must always appear on the check. In addition, the Postal Service tax identification number should be used on PCC bank accounts.
- **Is a PCC automatically Non-Profit or Tax Exempt? Do we need to file forms?**  
PCCs are not intended to operate as profit-making organizations; each PCC is to operate on a non-profit basis. It is not necessary for a PCC to apply for its own tax-exempt status. Purchases may be made by a PCC on a tax-exempt basis using the Postal Service tax identification number under the condition that the purchases are related directly to an event, function or matter that has a postal purpose consistent with the PCC Mission.
- **If an event venue requires a PCC to carry insurance covering liabilities for loss and damage caused by attendees at the event, does the Postal Service provide this insurance?**  
Yes, the Postal Service provides self-insurance, and most venues will accept a signed postal letter stating this fact as sufficient proof of coverage (please contact the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov) to request a template). Alternatively, a PCC may purchase third-party insurance to cover specific events (if needed) using PCC funds to pay for this coverage.
- **Can a PCC run a prize drawing or raffle for self-fundraising purposes?**  
Yes, under specific circumstances. The most common approach is for industry members to run the prize drawing or raffle independent of any Postal Service employee or organizational involvement, and then donate the funds to the PCC (state or local laws may apply which industry members must follow). Otherwise, certain rules and restrictions apply. Please refer to *Publication 286* (under the "Fundraising Events to Benefit the PCC" section) at <https://postalpro.usps.com/node/404>, or contact the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov) for further details.

- **Can a PCC run a raffle or silent auction, to raise funds for another organization or charity?**

No, this is not allowed under any circumstances. Please refer to *Publication 286* under the “Charitable Endeavors” section for further details.

- **Can a PCC fund a scholarship?**

No, *Publication 286* expressly prohibits this under the “Charitable Endeavors” section.

- **How is a “competitor” defined?**

A competitor is an individual or company or other entity or association that promotes, sells or acts in support of products or services that compete with Postal Service products and services, even if such individual or entity is also a business partner of the Postal Service. *Publication 286* provides an expanded definition under the “PCC Membership” section.

- **Can a PCC require membership dues?**

*Publication 286* states that a PCC may charge reasonable membership fees, but a PCC is not allowed to require such payment for participation.

## Programs

- **Can a PCC pay for Speakers’ fees and/or travel expenses?**

Speakers should be invited to serve on a volunteer (non-paid) basis. Whenever possible, travel expenses or speaker fees should be paid through non-PCC sponsorship. However, it is understood that there can be a compelling reason for a PCC to pay a speaker’s fee and/or travel expenses (under such circumstances, approval is required). To request approval for this, please contact the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov) to obtain the Industry Speaker Request Form.

- **Can PCC meetings be co-hosted with industry members if the industry members want to “sponsor” the meeting?**

PCCs co-hosting and/or co-branding with other organizations is not an approved practice. Similarly, individual members may not sponsor events. However, corporate sponsors and corporate donors to PCCs are eligible to receive specific acknowledgements for their support (contingent upon their compliance with related requirements outlined in *Publication 286*). Please refer to *Publication 286* under the “Appropriate Acknowledgement of Donations and Sponsorships” section for further details.

- **Is it possible to “partner” with another organization to put on a Program?**

Yes, there are various ways for a PCC to partner with other organizations. For example, a PCC may host an event and invite the other organization to attend. Alternatively, a PCC may promote an event to its members which is sponsored by a non-competing organization. While no “co-branding” is allowed for PCC events, a PCC is permitted to join efforts with another organization if the event host’s responsibilities are clearly identified. A PCC may, for instance, have a booth or table at another organization’s event to recruit and/or sign-up new PCC members. Moreover, PCC members can speak about the value of PCC membership and mission at other organizations’ events as well (an example of another organization would be the Chamber of Commerce). If you have specific questions, please contact the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov).

## Communications

- **Can a PCC use USPS permit holder lists, or other propriety customer lists of the USPS to issue invitations to events?**

No, use of these lists for PCC purposes is strictly prohibited.

- **Who can maintain the PCC membership list?**

Any PCC member (postal or industry) who has been given the role of list manager, and who has signed the non-disclosure agreement, may maintain the PCC membership list.

- **Can a PCC use outside lists for events or programs?**

Yes, a PCC may use outside lists, as needed, for programs or events. The renting or exchange of a PCC membership list, however, is not allowed.

- **What kinds of social media are PCCs allowed to use?**

PCCs may publish a dedicated website subject to rules in *Publication 286* and related addendums which prohibit endorsement of products or services on the site's webpages.) PCC members may also use the pilot *PCC Customer Connect LinkedIn* page, to post comments, events and other important networking information to members. The link to this social media page is <https://www.linkedin.com/groups/8303549/profile> (please log in to LinkedIn prior to using this link). E-mail is also allowed. If other social media is being considered, please contact the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov) before any action is taken.

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