



## PCC Policy Administration Questions and Answers

### General

- **Who can sign contracts on behalf of the PCC?**  
Only the PCC Postal Co-Chair may sign a contract.
- **Who can sign checks from a PCC bank account?**  
The PCC Postal Co-Chair's signature must appear on the check, if the PCC is using the Postal Service Tax ID. It may be jointly signed by the Industry Co-Chair.
- **Is a PCC automatically Non-Profit or Tax Exempt? Do we need to file forms?**  
It is not necessary for a PCC to apply for its own tax-exempt status. It is under the auspices of the United States Postal Service, and can use the Postal Service's Tax ID. It is not a non-profit organization.
- **If a PCC event venue requests that the PCC have insurance to cover 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 frequently the venue will accept a letter to this effect as sufficient proof of coverage. Please consult with the National PCC Program Office if you require such a letter. Another alternative is for the PCC to take out an insurance policy to cover the particular event, using PCC funds to pay for this insurance.
- **Can a PCC run a raffle or silent auction, to raise funds for its self?**  
Yes, under certain specific circumstances. One option is for industry members to run the raffle or silent auction independently of any Postal Service employee or organizational involvement, and then donate the funds to the PCC. There may be state or local laws that would apply and which the industry members must follow. Another alternative is for the PCC to run a silent auction, however rules and restrictions apply. If your PCC is interested in a silent auction, please consult the National PCC Program Office at [PCC@usps.gov](mailto:PCC@usps.gov) for details.
- **Can a PCC run a raffle or silent auction, to raise funds for another organization or charity?**  
No, *Publication 286* expressly prohibits this under the "Charitable Endeavors" section, page 15.

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

No, *Publication 286* expressly prohibits this under the “*Charitable Endeavors*” section, page 15.

- **How is a “competitor” defined?**

We recognize that currently *Publication 286*, page 5, includes a broad definition of “competitor.” The PCCAC is considering developing additional written guidance to clarify the definition, and show how it is to be applied to particular circumstances.

- **Can PCCs require membership dues?**

No. While *Publication 286* states that PCCs may charge “reasonable” membership fees that have been determined by the Executive Board, the local PCC or the general membership, it also states on page 14 that “no one should be excluded from participating in the PCC because of the inability to make donations or contributions or pay membership fees and the local PCC Executive Board may waive payment of membership fees for good cause.”

## Programs

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

Whenever possible, speakers should be invited and serve on a volunteer (non-paid) basis. If travel expenses or fees can be paid through a sponsor, that is fine. However, it is understood that there can be a compelling reason to pay a speaker a fee and/or travel expenses. For that purpose, the National PCC Program Office has developed a Speakers’ Form for you to fill out and use.

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

While individual members may not sponsor an event, corporate sponsors and donors to the PCCs may receive simple acknowledgements provided that certain other requirements set out in *Publication 286* are followed. (See pages 15 and 16, “*Appropriate Acknowledgement of Donations and Sponsorships*.”)

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

Yes, there are two different approaches that a PCC can take. First, the PCC may host the event and invite the other organization to attend. Second, the PCC may offer an event, sponsored by the other (non-competing) organization, to its members. While no “co-branding” is allowed, as long as the event hosts’ responsibilities are identified, joining efforts for an event or program are allowed. If you have specific questions, please contact the National PCC Program Office.

## Communications

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

No, this is still being explored.

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

Any PCC member who has been given the role of list manager (postal or industry) 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. They may not rent or exchange their own PCC membership list, however.

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

Only a PCC member can maintain the PCC membership list. Please refer to PCC Publication 286. Currently, PCC members can only use the *PCC Customer Connect LinkedIn* page, to post comments, events and other important networking information to members. The National PCC Program Office is currently exploring other Social Media platforms that PCC industry members can use.

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