

DATE

XYZ MEMBERSHIP ORGANIZATION  
CREIGHTON, ALABAMA

Dear Sir:

In December, 2010, the Alabama Legislature enacted Act No. 2010-761 which affected the method by which public agencies may pay for employee membership dues in membership organizations. Dues cannot be paid by the agency or reimbursed to the employee if any of the dues are used for political activity.

Political activity is defined as:

- (1) Making contributions to or contracting with any entity which engages in any form of political communication, including communications which mention the name of a political candidate.
- (2) Engaging in or paying for public opinion polling.
- (3) Engaging in or paying for any form of political communication, including communications which mention the name of a political candidate.
- (4) Engaging in or paying for any type of political advertising in any medium.
- (5) Phone calling for any political purpose.
- (6) Distributing political literature of any type.
- (7) Providing any type of in-kind help or support to or for a political candidate.

If your organization **does not use membership dues for any of the aforementioned political activities**, please certify such to the University of South Alabama by signing and dating this letter\* and returning said letter to us for our records by faxing it to us at **251-xxx-xxx** or mailing it to the following address:

Departmental address

Thank you for your time and cooperation. If you have any questions, please do not hesitate to call me.

Sincerely,

Name of departmental representative

\*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title