This handbook provides brief information about political involvement in federal and state elections and should not be used as a substitute for obtaining legal advice regarding both federal and state election law. This handbook is not intended to provide an exhaustive discussion regarding election law. This material is provided for informational purposes only; the law may have changed since the printing of this document.

Helpful sites: www.fec.gov and www.ethics.state.tx.us
Quick Overview

Texas Farm Bureau encourages individuals and CFBs to be involved in the political process.

1. Texas Farm Bureau (TFB) and County Farm Bureaus (CFB) may not communicate AGFUND endorsements to the general public through any advertising or announcements on the radio, newspapers, TV, or the internet including any type of TFB or CFB social media such as Facebook or Twitter.

2. TFB and CFBs may not have political advertising on their property that can be seen by the general public, such as campaign signs.

3. TFB and CFBs may not have candidate prepared campaign material on their property or distribute it.

4. TFB and CFBs may not provide meals, transportation or any other benefit to candidates on TFB or CFB time or on or using TFB or CFB property.

5. CFBs may not provide state candidate appearances to their members or the general public.

State officeholders who are also candidates may be invited to meetings of the members under limited circumstances and under specific conditions in accordance with Texas Ethics Commission Advisory Opinion No. 471. Please consult with TFB staff.

6. TFB and CFBs may provide federal candidate appearances to their members.

7. TFB and CFB may communicate to members on anything including AGFUND endorsements.

8. TFB and CFBs may set up a phone bank to urge members to vote for particular...
candidates, only if the candidates benefited have not given their prior consent or approval.

9. TFB and CFBs may solicit members for AGFUND contributions.

10. Individual members not being paid or reimbursed by TFB or CFBs may volunteer their personal time to work for a campaign, make contributions to a campaign, place signs on their personal property, and promote candidates on their personal websites/social media.

**Note:** The term property used throughout this document means property (including motor vehicles) owned or rented.

The above rules apply to Texas Farm Bureau and to the County Farm Bureaus as corporations and do not apply when Texas Farm Bureau AGFUND, the political action committee, is paying for candidate appearances, campaign contributions or political advertising. Please review the complete Do’s and Don’ts for additional information.
Political Do’s for TFB Directors and Employees

On Texas Farm Bureau (TFB) time, directors and employees may:

1. Communicate on behalf of TFB to TFB members on any matter. Examples of acceptable communications include AGFUND endorsements of candidates, the distribution of slate cards, the distribution of AGFUND literature, and other political information. The communication or contact must be limited to TFB members. Therefore, examples of acceptable ways to communicate this information include letters, telephone calls (using TFB equipment or not), articles or inserts in internal publications (such as TFB newsletters that are distributed only to members).

2. Use TFB funds to notify TFB members about upcoming candidate appearances in the community.

3. Organize and work on AGFUND fund-raisers. Personally solicit contributions to AGFUND from its restricted class (defined as TFB members and members’ families) or make solicitations to this restricted class by mail, in internal publications, or at membership gatherings. TFB may pay for promotional items (T-shirts, caps, etc.) to be used as inducements for members to make contributions to AGFUND. For example, stuffing envelopes addressed to TFB members or employees in order to seek contributions for AGFUND is perfectly acceptable behavior for TFB employees.

4. Perform any duties for AGFUND which fall under the description of administration of the committee or are related to the solicitation
of political contributions to AGFUND from TFB’s restricted class. The guide for determining whether a particular expense is “administrative” is whether the expense is one that would be incurred in the normal course of business by an active organization, whether or not it engaged in political activity. Expenditures on office rent, utilities (gas, water, electric), and general office supplies are examples of items that could be classified as administrative in nature. On the other hand, certain other expenses would be tied directly to the committee’s political activity, and therefore would not be administrative.

5. Encourage all citizens, in a non-partisan manner, to register and vote. For instance, employees may display and distribute voter registration materials provided by the secretary of state or local county voter registrar.

6. Allow federal (but not state) candidates or their representatives to address TFB’s restricted class at TFB meetings, conventions or other functions. TFB may express AGFUND support of the candidate, and the speaker may request contributions to his campaign.

7. TFB may set up a phone bank to urge TFB members to vote for particular candidates, only if the candidates benefited have not given their prior consent or approval. TFB may announce AGFUND federal endorsements through a press release, assuming that the release is distributed only to TFB’s regular press contacts.

8. If AGFUND is sponsoring and paying for the activity (rather than TFB), arrange candidate appearances, conduct press conferences, and make partisan communications to the general public (solicitations, however, can only be made to TFB’s restricted class).
Political Don’ts for TFB Directors and Employees

TFB directors and employees may not:

1. Distribute or display candidate/officeholder or party produced materials on TFB property or on TFB time.

2. Prepare or distribute AGFUND communications or political advertising of AGFUND endorsements to the general public (to any person who is not a TFB member, or a member’s family) using TFB property or on TFB time. Improper communications would be radio, TV, and internet advertisements including social media announcements on TFB Facebook or Twitter.

3. Solicit contributions to AGFUND from the general public.

4. Provide appearance or speaking facilities to a state candidate on or using TFB property or on TFB time (unless AGFUND is sponsoring the event) without inviting every other person who is a candidate for the same nomination (or office) in accordance with Ethics Advisory Opinion 340.

5. Provide candidates with transportation or any other benefit (including meals or lodging) on or using TFB property or on TFB time (unless AGFUND is actually providing the benefit).

6. Pay for state or federal candidate appearances to the general public.
Finally, remember that TFB directors and employees are citizens with all the rights that privileged status entails. On their own time, they can support and work for candidates as much as they want. See list for Individuals
Political Do’s for CFB Directors and Employees

On County Farm Bureau (CFB) time, directors and employees may:

1. Communicate on behalf of the CFB to CFB members on any matter. Examples of acceptable communications include AGFUND endorsements of candidates, voting records and other political information. The communication or contact must be limited to CFB members. Therefore, examples of acceptable ways to communicate this information include letters mailed, telephone calls (using CFB equipment or not), articles or inserts in internal publications (such as CFB newsletters that are distributed only to members). Such communications about state candidates and not printed internally, should include a state political advertising disclaimer.

2. Use CFB funds to notify members about upcoming candidate appearances in the community.

3. Encourage all citizens, in a non-partisan manner, to register and vote. For instance, offices and employees may display and distribute voter registration materials provided by the secretary of state or local county voter registrar.

4. Allow federal (but not state) candidates or their representatives to address the CFB’s restricted class (defined as CFB members and members’ families) at meetings, conventions or other functions.
CFB may express AGFUND support of the federal candidate and the speaker may request contributions to his campaign.

5. Set up a phone bank to urge CFB members to vote for particular candidates, only if the candidates benefited have not given their prior consent or approval. This activity must not be coordinated with the benefited candidates.
Political Don’ts for CFB Directors and Employees

CFB directors and employees may not:

1. Distribute or display candidate or party produced materials on or using CFB property or on CFB time.

2. Prepare or distribute coordinated political endorsements or coordinated political advertising to the general public (to any person who is not a CFB member or a member of his or her family) using CFB property, CFB funds or on CFB time. Improper communications would be radio, TV, and internet advertisements including social media announcements on CFB Facebook or CFB Twitter.

3. Provide appearance or speaking facilities to a state candidate on or using CFB property or on CFB time.

4. Pay for state or federal candidate appearances to the general public.

5. Provide candidates with transportation or any other benefit on or using CFB property or on CFB time.

6. Provide candidates with meals or lodging.

7. Endorse candidates to members of other CFBs.

8. Use or allow the use of telephones to communicate with the general public about a candidate (however, members may use private phones to communicate with the general public if they are not representing the CFB).

9. Invite any state candidate to speak at any CFB function without inviting every
other person who is a candidate for the same nomination (or office) in accordance with Ethics Advisory Opinion 340.

10. Sponsor or participate in the manufacture or distribution of a candidate’s fundraising materials or campaign literature.

Finally, remember that CFB directors and employees are citizens with all the rights that privileged status entails. On their own time they can support and work for candidates as much as they want. See next list for individuals.
Political Do’s for Individuals

Individuals may:

1. Make unlimited contributions by check to non-judicial candidates and political committees involved in non-federal elections, including state, county, city, school district and other local elections (for city elections: some restrictions may apply; check with city hall). On their own time, they may attend political rallies or other political events.

2. Volunteer their personal time to work for a campaign (e.g. for going “door to door,” stuffing campaign envelopes, etc.).

3. Volunteer the use of their property for campaign purposes; place political ads on their individually owned vehicles; use their individually owned vehicles to attend political rallies or to appear in a political parade; donate their personal property to the campaign for its use, etc. However, Transportation Code § 502.163 limits the non-farm, personal use of farm registered vehicles to necessary uses of the home or family, such as doctor visits, school and church attendance.

4. Allow political signs to be placed on their individually owned property.

5. Volunteer their personal traveling expenses in working for the campaign. In federal races, an individual is limited to $1,000 per election for travel. (e.g. gas expenses in traveling the district for the campaign, appearing in a political parade or caravan).

6. Independently spend up to $100 of their own funds on their own and not in conjunction with others, to produce their
own political advertising in the election or to make other direct campaign expenditures (e.g. a newspaper ad).

7. Make contributions by check of up to $2,600 per candidate or campaign committee per election for federal office (for President, U.S. Senator, Congressman).

8. Communicate support for candidates on personal social media such as Facebook or Twitter.
Political Don’ts for Individuals

Individuals may not:

1. Make contributions in currency in excess of $100.

2. Pool funds in excess of $500 or otherwise join together with other persons to support or oppose a state candidate or ballot issue without first filing as a political committee. In federal races, the amount is $1,000.

   Examples of joint political activities which require political committee status: Two or more individuals pooling funds together in excess of $500 to purchase political ads. Holding independent campaign events (e.g. rallies or social gatherings) that exceed $500 in value in which more than one person incurs the expenses or contributes to the effort.

3. Independently spend more than $100 of their own funds directly in a campaign (for political advertising, etc.) without filing reports as a political committee.

4. In federal elections, make contributions in excess of $2,600 per candidate per election. There are no current contribution limits in non-judicial State elections.

5. Make contributions to legislators, statewide officeholders, and their committees after the 30th day before the convening of the regular legislative session.

6. Place political signs in highway rights-of-way. A person may not erect, place or maintain a sign on the right-of-way of a highway designated as part of the state highway system unless authorized by state law.
7. Contract to have political advertising printed (such as signs, bumper stickers, etc.) that does not include the required political disclaimer (indicating that it is a political ad and the name of the person who paid to print it).

State – the disclaimer must appear on the face of the advertising

“POL. ADV. PAID FOR BY _______”

Federal – the disclaimer must appear in a box and state whether it is authorized or not by the candidate

8. Contract to have political advertising signs printed (to be seen from a road) that do not contain the following notice:

“NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE), TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY.”

Or, ask another person to place a political advertising sign (where it can be seen from a road) without the above notice.
A disclaimer is required on state “Legislative Advertising”.

- “Legislative Advertising” is any communication that supports, opposes, or proposes “legislation” and that is published in a periodical or broadcast by Radio/TV for consideration (paid ads, not editorials) or that appears in a pamphlet, flier, billboard, other sign, bumper sticker, button or similar form.

- Broad definition of “legislation”: any matter that is or that may be the subject of house or committee action, including the introduction, consideration, passage, defeat, or veto of the matter.

- Best advice: If you are not sure that the disclaimer is required on a particular communication, put the disclaimer on it.

- Disclaimer required only if you contract with someone else to print or publish the advertising (similar to political advertising requirement).

- Required information for printed or published ad:
  - name of individual personally entering into the contract
  - name of the person/entity the individual represents
  - address of each
  - identification as “legislative advertising”
• Required information for broadcast advertisement:
- name of individual personally entering into the contract
- name of the person/entity the individual represents
- identification as “legislative advertising”
- no address required

• Commission Rule 26.3:

“Political advertising” is not “legislative advertising.” So, if an ad contains the political advertising disclaimer, it does not need the legislative disclaimer.
GUIDELINES FOR TEXAS FARM BUREAU AGFUND

NAME
Texas Farm Bureau Friends of Agriculture Fund (AGFUND), Inc. (Short name: Texas Farm Bureau AGFUND)

Membership
AGFUND is a political fund established by voluntary contributions and has no members. It is a separate segregated fund which is "connected" to the Texas Farm Bureau.

Purpose
To influence the nomination, election, or selection of qualified candidates to public office who have demonstrated basic beliefs and/or actions which are consistent with Farm Bureau policies, regardless of political affiliation.

Powers
AGFUND is authorized by state and federal laws to receive contributions and to expend monies received to further the candidacies of selected candidates and to do other such things for the attainment of the stated purpose.

Political Party Affiliation
All determinations for support of candidates will be made on an individual basis, regardless of political party affiliation. Any contributions to major political parties will be on an equal basis.

Modifications
Changes in Guidelines or By-Laws require a majority vote of the AGFUND Board.
**Governing Body**

The individuals who serve as members of the Texas Farm Bureau Board of Directors, and who are contributors to AGFUND, will serve as the AGFUND Board of Directors.

**Officers**

There is a President, Vice-President, Secretary, Treasurer/Executive Director, and Assistant Treasurer/Comptroller. The officers are the individuals who serve in these same positions for the Texas Farm Bureau except, the TFB Secretary-Treasurer serves only as Secretary. The Executive Director is registered as the official "Treasurer."

**Staff**

There will be at least one AGFUND Coordinator appointed to assist in program operation. The assigned staff may have only limited lobbying responsibilities, if any.

**County Farm Bureau Role**

1. County Farm Bureau Boards of Directors will consider participation in AGFUND. Upon approval by a County Board of Directors, the president will sign the AGFUND Agreement.

2. The "County Evaluation Committee" (C.E.C.) shall consist of the current directors of the County Farm Bureau, and the county President, or his designee, will serve as chairman. C.E.C. members must be current contributors to AGFUND.

3a. The C.E.C. will review, evaluate, and recommend endorsement of candidate(s) for the County's appropriate seat(s) in the Texas House, Texas Senate, and U.S. House of Representatives or other appropriate elective offices, according to prescribed AGFUND procedures. The C.E.C. may also recommend amount of contributions.
3b. In legislative districts that include more than one county, the C.E.C. will work with other involved counties to determine, by majority vote, recommendations for endorsement and contributions. Each county will be restricted to three participants in all multi-county legislative district meetings.

3c. A County Farm Bureau that includes more than one county as recognized in the County’s charter and bylaws may have its C.E.C. participate in the endorsement process in legislative districts where any of its other included counties are located. Such multi-County Farm Bureau is subject to all other guidelines including being limited to three participants in a multi-county legislative district regardless of how many of its counties are located in that district. If an included county in a multi-County Farm Bureau organizes as a County Farm Bureau, then the multi-County Farm Bureau C.E.C. ceases to represent the county in the AGFUND endorsement process.

3d. Request of the AGFUND President to call a CEC meeting for consideration of a “friendly incumbent” must state the reason for holding the meeting; including moral, legal or other extenuating circumstance. Candidates will not be invited to participate.

4. The County will participate in surveys, meeting(s) or other activities to assist the AGFUND Board in determining endorsements for statewide and U.S. Presidential elections.

5. The County will solicit voluntary contributions from qualified Farm Bureau members, only, and will properly account for and transmit all contributions to AGFUND.

6. The County will conduct AGFUND business according to billing and handling procedures established by the AGFUND
Board in compliance with state and federal laws, and will serve as an official AGFUND collecting agent.

**State AGFUND Role**

1. AGFUND will provide necessary dues billing notices and information materials to participating county Farm Bureaus.

2. AGFUND will implement a workable system for counties to have equitable input in the endorsement process for elections to the Texas House of Representatives, Texas Senate, and U.S. House of Representatives or other appropriate elective offices.

3. AGFUND will develop a workable system for counties to have input in the endorsement process for statewide political offices and for U.S. Presidential elections.

4. The AGFUND President will call all AGFUND multi-county or statewide meetings according to procedures established by the AGFUND Board.

5. AGFUND will develop and submit reports on all activities as required by law.

6. AGFUND will utilize TFB staff, resources, and facilities to the maximum allowed by law so that maximum funds will be available as contributions to candidates.

7. AGFUND will monitor all state and federal laws and regulations pertaining to AGFUND’s operation and adopt any necessary changes for compliance.

8. AGFUND will develop or approve all fundraising activities.

**Endorsement Process**

1a. County Evaluation Committees will, by majority vote, recommend to the AGFUND Board, endorsement of
candidates for the Texas House, Texas Senate, or U.S. House of Representatives. In legislative districts that include more than one county, the C.E.C. will work with other involved counties to determine recommendations for endorsement and contributions. Each county will be limited to three participants in all multi-county legislative district meetings. Attendance by at least a majority of the eligible C.E.C. participants is required in order to make an endorsement recommendation to the AGFUND Board of Directors. In a single county legislative district, a quorum of the County Farm Bureau Board of Directors must be present in order to make an endorsement recommendation to the AGFUND Board of Directors. Each C.E.C. must present properly validated credentials prior to participating in a multi-county meeting. Credentials forms will be provided by AGFUND.

1b. Each participant in multi-county legislative district meetings must be a member of their local C.E.C., as outlined in provision No. 2, under "County Farm Bureau Role".

1c. No person holding a State or Federal elected position is eligible to participate in multi-county legislative district meetings, called for the purpose of making recommendations for endorsement or contributions. Participants shall avoid any conflicts of interest in making endorsement determinations, including any consideration of party affiliation or allegiance.

2a. The AGFUND Board will consider the C.E.C. recommendations for the Texas House, Texas Senate, and U.S. House of Representatives and will accept the recommendation unless rejected by a two-thirds vote of the Board members voting. AGFUND Board will make final determination for type and amount of support for each candidate (by majority vote).
2b. The AGFUND Board may, by majority vote, make determinations for endorsement of candidates for U.S. Senate, U.S. President, statewide officers, and state and national elective offices in districts involving non-agricultural production counties or metropolitan districts, district where there is no county Farm Bureau participation, or in districts where a county (or counties) fail to provide a recommendation. In each case, consideration will be given to input from counties.

3. Those making the determinations regarding endorsements will consider the following criteria:

**Incumbents**

1) Voting record on Farm Bureau policy issues
2) Political philosophy compared to Farm Bureau's
3) Understanding and support of agriculture
4) Overall support of Farm Bureau
5) Other (influence, committee position, leadership, integrity, moral factors, expressed support of agricultural producers)
6) For open seats, voting records from prior elected office shall be used as guide and not restrict the actions of the C.E.C. members

**Non-Incumbents**

1) Stated positions on Farm Bureau policy issues
2) Political philosophy compared to Farm Bureau's
3) Understanding and support of agriculture

4) Electability/Winnability/Dedication to campaign

5) Other (influence, qualifications, leadership, integrity, moral factors, expressed support of agricultural producers)

6) For open seats, voting records from prior elected office shall be used as guide and not restrict the actions of the C.E.C. members

4. Friendly Incumbent Rule will be followed by AGFUND. If an incumbent’s voting record merits support, based on key Farm Bureau policy votes (as identified by AGFUND Board), AGFUND endorsements will be based on the following:

60% or more with TFB – Will be considered a "friendly incumbent," and AGFUND should not oppose unless there are moral, legal, or other extenuating circumstances; however, an official endorsement is not automatic.

**Friends of Agriculture**

In addition to consideration of candidates, endorsement of candidates, and contributions to candidates, the AGFUND Board of Directors is the sole authority for designating "Special Friends of Agriculture." AGFUND may properly reward such "friends" with recognition, endorsement, contribution amounts, in-kind political services, or other such special action as deemed appropriate by the AGFUND Board.

**Contribution Process**

The AGFUND Board will determine the amounts of contribution for each candidate endorsed. The Board may establish contribution limits for the various types of elective office. The Board may authorize
discretionary expenditures for the organization's participation in special functions which may help to achieve the purpose of AGFUND. Unless otherwise specified by the AGFUND Board, the Treasurer is responsible for determining how funds will be delivered to candidates.

**Funding**

The primary source of funding will be voluntary contributions of $2.00, solicited on the annual Farm Bureau membership dues notice. Other special fund-raising activities can be authorized by the AGFUND Board. AGFUND will solicit contributions from Farm Bureau members, only.

**Separate Segregated Fund**

All contributions solicited and received will be maintained in a separate segregated fund from all other Farm Bureau funds, and all expenditures in support of any candidate(s) will be made exclusively from such fund.
Secretary Operating Instructions
County Office Secretary
AGFUND Operating
Instructions

The following information will help county Farm Bureau Office secretaries understand their important role in the AGFUND program. This does not replace or substitute previous instructions, but is designed to provide a complete and concise, step by step list of helpful instructions on how to effectively manage program details.

1. AGFUND AGREEMENT:

Maintain the agreement on file in a location where you can become familiar with or review the role of the county and state.

2. DUES NOTICE INSERTS:

Include an insert in all dues notices, first notice and all reminders. (This is required by law.) Be sure you keep a supply of inserts on hand they may be ordered directly from Custom Data at no cost. The number for Custom Data is 254-751-9555 and ask for form # 431890.

3. RECORDING CONTRIBUTIONS:

When renewal dues are received, make sure the amount on the check is entered correctly into IMIS so that the AGFUND contribution will be added correctly. This is for everyone's protection in the event of an audit.

4. CORPORATE CONTRIBUTIONS:

It is illegal to accept any contribution from any kind of corporation (including farm or ranch corporations, business corporations, churches, or any other nonprofit corporation). We must, ultimately, depend upon you to monitor your dues receipts and refund any contributions made by corporations. This will have to be done by disbursing a check to the member with a
brief note of explanation that AGFUND is prohibited by law from accepting corporate contributions. (A sample letter will be furnished to each county Farm Bureau.)

The AGFUND solicitation does not print on the dues notices for all known corporate memberships, churches and others (designated as a Business Member) from which it may be illegal to accept contributions. Please, however, continue to monitor receipts.

5. **REFUNDS:**

Do not make any refund of an AGFUND contribution, unless it is a corporate contribution.

6. **COUNTY OPERATING ACCOUNTS:**

All contributions that accompany membership renewals can be deposited in your county's regular operating bank account. You should keep a record on your deposit slips, deposit voucher, and/or daily log of all AGFUND contributions.

7. **AGFUND TRANSMITTAL FORMS:**

Below are the two methods (A or B) to transmit AGFUND contributions but only one method should be used. The preferred method is the automated IMIS system.

**A. Using the IMIS System:**

Contributions must be transmitted to the Waco office at least **once every 10 days**. The following is a guideline for this procedure:

* Select your open transmittal #. Click on the Close Transmittal button. Key in the check numbers for your Membership Transmittal and your AGFUND Transmittal. Click on the Close and Print button. Your AGFUND Transmittal form will print.

If all contributions have been received by your county and deposited in your 2014 - 28 -
general operating fund, you need to make out only one check payable to TFB AGFUND.

Before you issue your check, compare the AGFUND transmittal total to your corresponding AGFUND deposits. Unless you are correcting a previous error, the amount of AGFUND being transmitted and the amount deposited for the same period should always be the same. Therefore, always pay the same amount you have deposited for that period.

If you need to correct the transmittal total (because a member’s AGFUND wasn’t keyed in IMIS or was keyed in error), then manually line through the AGFUND transmittal total, write the correct total amount, and write the member’s name, member number, and amount contributed that should be added or removed from the transmittal.

* Sign the IMIS generated AGFUND Transmittal form at the bottom where it says “Report prepared by:“.

* If there is a single contribution from a member on the IMIS generated AGFUND transmittal form in the amount of $50 or more, make a copy of the member’s check and include it with the transmittal being mailed to the Waco office.

* Copy the form and keep the copy on file in the county office.

* Send the signed original IMIS generated AGFUND Transmittal form, check copies (if applicable), and contributions to the Waco address Attention: TFB Accounting.

* If you have received checks already made out to TFB AGFUND, do not deposit them. Attach them to a manual transmittal form and send to the Waco office, Attention: TFB Accounting.
B. Using the Manual Transmittal Form (yellow carbon copy):

Contributions must be transmitted to the Waco office at least once every 10 days. The following is a guideline for this procedure:

* Fill in necessary information at the top of the form (county name, county number, and date).

* For contributions that are $10.00 or less from any one individual – List membership number, full name, date received, and the amount, in the designated areas on the transmittal form.

* For contributions that are $10.01 and above from any one individual – List membership number; full name; complete address; principal occupation; employer; date received; and the amount, in the designated areas on the transmittal form.

* Tabulate all amounts listed on your form; put the total in the area designated for "Total Transmittal"; and sign the form in the area designated in the lower right corner. Before you issue your check, compare the AGFUND transmittal total to your corresponding AGFUND deposits. Unless you are correcting a previous error, the amount of AGFUND being transmitted and the amount deposited for the same period should always be the same. Therefore, always pay the same amount you have deposited for that period.

* If all contributions have been received by your county and deposited in your general operating fund, you need make out only one check payable to TFB AGFUND in the total amount listed on your form.
* If you have received checks already made out to TFB AGFUND, do not deposit them. Attach them to a separate transmittal form and send to the Waco address, Attention: TFB Accounting.

* Send the transmittal form and contributions to the Waco address Attention: TFB Accounting. The yellow copy of the form should be kept on file in the county office.

8. COUNTY EVALUATION COMMITTEE:

The "County Evaluation Committee" (C.E.C.) shall consist of the current directors of the County Farm Bureau, and the County President, or his designee, will serve as chairman. C.E.C. members must be current voluntary contributors to AGFUND.

Material requiring the attention of, or action by, the C.E.C. will be sent to the county President, with copies to the county office, State Board Members, and Area Field Representatives.