

RPAC TIMELINE/CHECKLIST

The following timeline of RPAC activities are a recommendation for all local associations to assist in the success of RPAC. Local RPAC Chairs are encouraged to work with the RPAC Trustees in their district to accomplish these activities. This RPAC Timeline should be used in conjunction with the RPAC Report form.

January

- Local RPAC Chair attended RPAC training
- Receive 5 year RPAC investment report of previous RPAC investors
- RPAC solicitation at New Member Orientation
- Promote RPAC Plus Program and solicit for applications
- Consider dynamics and parameters for Association vs. Association challenge (by total investments, % over goal, % member participation, prize etc)
- Assemble local "RPAC Team" to assist you with RPAC solicitation

February

- RPAC solicitation at New Member Orientation
- Delegate RPAC investors have not recently invested based on the 5-year RPAC history report with RPAC Team and begin one – on – one solicitation.
- RPAC investors are recognized at Local Association meeting.
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are recognized on Local Association website
- Applications for RPAC Plus Program are due
- Begin Association vs. Association challenge
- Find compatible office vs. office and/or broker vs. broker challenge and implement (by total investments, % over goal, % member participation, prize etc.)
- Assist RPAC Trustees with information needed on the RPAC Report Form

March

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and check in with your RPAC team to monitor progress
- Begin plans for RPAC event

April

- RPAC solicitation at New Member Orientation
- RPAC investors receive a Thank You letter from Local President and RPAC Chair
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Local RPAC Chairs attend Regional Political Affairs meetings
- Continue one – on – one solicitation of past RPAC investors and check in with your RPAC team to monitor progress
- Continue planning for RPAC event

May

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting

- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and check in with your RPAC team to monitor progress
- Hold RPAC event
- Assist RPAC Trustees with information needed on the RPAC Report Form

June

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Solicit members on Leadership List for RPAC investment
- Receive RPAC investment report of previous year's RPAC investors
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and check in with your RPAC team to monitor progress
- Begin planning for RPAC Phone Bank to contact previous RPAC investors and ask them to “bump up” to the next RPAC level of investment and RPAC investors have not recently invested based on the 5-year RPAC history report
- Assist RPAC Trustees with information needed on the RPAC Report Form

July

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting

- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Solicit members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Phone Bank with you RPAC Team to contact previous year's RPAC investors and ask them to "bump up" to the next RPAC level of investment and RPAC investors have not recently invested based on the 5 year RPAC history report

August

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Solicit members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- RPAC investors receive a Thank You letter from Local President and RPAC Chair
- Continue one – on – one solicitation of past RPAC investors and current RPAC investors "bumping" them to next RPAC level. Check in with your RPAC team to monitor progress

September

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website

- Solicit members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and current RPAC investors “bumping” them to next RPAC level. Check in with your RPAC team to monitor progress
- Begin planning for special event for RPAC investors
- Begin planning for direct mail solicitation. Use letter template from WR.
- Assist RPAC Trustees with information needed on the RPAC Report Form

October

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Local associations hold special event for RPAC investors
- Solicit members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and current RPAC investors “bumping” them to next RPAC level. Check in with your RPAC team to monitor progress
- Provide RPAC brochure and/or other information in dues billing
- “Above” line RPAC investment in dues billing
- Mail direct solicitation letter to potential investors
- Assist RPAC Trustees with information needed on the RPAC Report Form

November

- RPAC solicitation at New Member Orientation

- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Solicit members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Continue one – on – one solicitation of past RPAC investors and current RPAC investors “bumping” them to next RPAC level. Check in with your RPAC team to monitor progress
- Provide RPAC brochure and/or other RPAC information in dues billing
- “Above” line RPAC investment in dues billing
- Promote RPAC Plus Program and solicit for applications

December

- RPAC solicitation at New Member Orientation
- RPAC investors are recognized at Local Association meeting
- RPAC pins/awards are presented at Local Association meeting
- RPAC investors are recognized in Local Association newsletter
- RPAC investors are updated on Local Association website
- Complete solicitation of members on Leadership List for RPAC investment
- Contact offices and/or brokers that are doing challenges to monitor progress and to see if they need resources/materials
- Provide RPAC brochure and/or other RPAC information in dues billing
- “Above” line RPAC investment in dues billing
- Local Association submits name of Local RPAC Chair to W.R. early enough to include them in mailings for Legislative Day
- RPAC investors receive a Thank You letter from Local President and RPAC Chair
- Promote RPAC Plus Program and solicit for applications
- Submit RPAC funds by December deadline to be applicable for the next year’s credit.