

To: Section Leaders

From: Vanessa Surles, Interim Director of Finance &  
Admin

Date: September 2, 2020

Re: FY20 Section Lobbying Expenses

We are currently working on the preparation of the Form 990, the annual information return filed by non-profit organizations with the IRS. In order to complete the return, NCJW, Inc. needs to obtain information on each Section's lobbying expenses and functional expenses for the last fiscal year. Therefore, please send your Section's total expenses for lobbying on federal, state, and local issues and total functional expenses for the fiscal year **July 1, 2019 to June 30, 2020**. The lobbying expenses should be broken down between grassroots lobbying and direct lobbying. Grassroots lobbying is lobbying to influence public opinion and direct lobbying is lobbying to influence a legislative body. An example of grassroots lobbying would be a mailing of a letter to **section members** to ask them to take action on a position for which you are advocating or an action alert printed in your bulletin. An example of direct lobbying would be a letter to a **lawmaker** or another decision maker stating NCJW's position on an issue.

The following page is a preprinted form for your convenience. Please fill in Section total functional expenses located on 990, page 10, line 25, column A, as well as direct lobbying and grassroots lobbying information. If you are a smaller Section and don't have any grassroots lobbying or direct lobbying expenses, please return the form with \$0 for Total Lobbying Expenses. Please email your responses to, Vanessa Surles, at [action@ncjw.org](mailto:action@ncjw.org) no later than **September 22, 2020**. Should you have any questions, please feel free to call Vanessa Surles at (202)-375-5058.

Thank you for your assistance.

Vanessa Surles  
Interim, Director of Finance & Admin

