



CHAPTER ASSISTANCE PROGRAM

The NARFE Florida, Inc. (NFI) Executive Board has created the Chapter Assistance Program (CAP) to provide chapters with the incentive and funding to create and implement local actions involving recruitment, retention and public relations that may not otherwise be possible due to a lack of sufficient chapter funds. Chapters are encouraged to be creative and innovative in their thinking to better enhance NARFE's place in Florida's communities and to grow and retain our members.

Under the CAP guidelines, and assuming the availability of NFI funds, chapters are eligible for up to \$200 per request, once every six months, to initiate a project involving recruitment, retention or public relations. The project must be designed and implemented to contribute to enlarging and retaining our membership. CAP funds are not intended to be used to pay for normal or routine chapter operating activities (such as the cost of printing and mailing newsletters or purchasing liability insurance), nor to replace funds used to pay for such activities.

CAP funds are not intended to be in the form of a "grant." In order to receive CAP funds, the chapter must provide written documentation to NFI in support of each separate expenditure. Unused CAP funds must be returned to the NFI treasury.

To submit a request for CAP funds, please complete the CAP form located on the NFI website and send it, together with supporting documentation for expenses, to the CAP Officer for approval. Upon approval, the CAP Officer will forward the request to the NFI Treasurer for payment to the submitting chapter. In the alternative, a chapter may submit the CAP form in advance of expending any chapter funds for the purpose of obtaining tentative approval from the CAP Officer that the proposal meets the NFI guidelines.

If you have any questions or would like to discuss your proposal before submission, please feel free to contact the CAP Officer.