



**NARFE**  
**FLORIDA FEDERATION OF CHAPTERS**  
**CHAPTER ASSISTANCE PROGRAM**

1 July 2007

From: Chairman, Chapter Assistance Program  
To: Chapter Presidents  
Subj: Chapter Assistance Program  
Encl: (1) Chapter Assistance Program Policy  
(2) Chapter Assistance Program request Form

The Florida Federation Executive Board has taken a step to provide funding to local chapters for the purpose of recruitment, retention and public relations. Details of the policy and program are described in the enclosures. The Chapter Assistance Program is designed to provide chapters with the incentive and funding to create and implement local actions that may not have been possible because of a lack of funds.

The budget for the Chapter Assistance Program for Fiscal Year 2008 has been set at \$5000. When the total amount has been distributed to fund approved local programs no additional programs will be approved. Chapters are encouraged to submit requests early. The request may be for single or multiple items but not exceed \$200. Also, approved requests are limited to one per chapter each six months.

Typical requests that would most likely be approved include the following:

Postage, telephone card, printing, copies, guest free lunch, brochures, travel, posters, envelopes, extra newsletters, speaker fee, audio/video production, portable booth purchase/rental, meeting registration fees, credit union mail stuffers, non-cash gifts/awards.

Typical requests that most likely would not be approved include the following:

Radio advertising, TV advertising, major newspaper advertising, personal time payment, cash gift/award, and normal chapter expenses.

Remember that the requests must be related to recruitment, retention, and public relations programs devised by the chapter. National also has many suggestions in the Chapter Development series that are available on the website. This is your opportunity to fund and initiate programs that were too expensive for chapter resources.

Be creative. Be original. Submit the idea that you would not fund locally but the Federation just might.

Dave Whalen  
Past President