



NARFE FLORIDA FEDERATION OF CHAPTERS

CHAPTER ASSISTANCE PROGRAM

In an effort to better assist the Chapters within the state of Florida in their quest of maintaining their chapter membership, the Florida Federation of Chapters has established the “Chapter Assistance Program”. This program is to be used as outlined in this policy, and is not to be misunderstood or interpreted in any way as a matching funds policy similar as that provided by our National HQ.

The Federation Policy expands on that of the National policy, National will only assist in Recruitment and Public Relations, the Federation Policy will also include Retention.

The funds dedicated to this program will be established once per Federation Fiscal Year by the Federation Executive Board, and once depleted, shall not be funded again until the next Federation Fiscal Year.

The funds received by the chapters shall be used for the following items;

1. **Recruitment;** to attend or establish membership drives at events within the chapter’s area.
2. **Retention;** to establish and implement retention programs such as follow-up letters to members that receive second notices, or notices that their membership has been dropped.
3. **Public Relations;** to promote the face of NARFE by means of newspaper articles, letters of introduction, or items that will draw the attention of the general public to NARFE.

Remember, items in section 1 & 3 can also be off-set by applying for National matching funds by completing a matching funds form and sending it to the Federation President.

Available Funds to Chapter;

1. Each chapter may submit a completed “Chapter Assistance Program Form” to the Chapter Assistance Program Chairman, which will then be sent on to the Federation President with recommendations; however, final approval will be by the Federation President.
2. Each chapter may request an amount up to, but not exceed \$200.00 per request, this request shall not be submitted more than once in each six (6) month segment of the Federation Fiscal Year, providing that funds are available.
3. Receipts showing all items paid for by the program shall be submitted to the Federation Chapter Assistance Program Chairman either with the request form or at the completion of the project.
4. Payment for any second approved request from a chapter shall be held until 30 days before fiscal year end in order to give all chapters an opportunity to participate

The Federation reserves the right to adjust, suspend or cancel this program by a decision of the Florida Federation Executive Board.

Approved by the Florida Federation Executive Board on May 23, 2008

Donald Stewart, President

William H. Leatham, Secretary