



Policy

Florida Federation of Chapters Newsletter Publishing Procedures

The Federation Newsletter is published quarterly. The Federation encourages Districts and Chapters to participate in a process which moves the publishing task around the state, so as many members as possible can participate. Stuffing and mailing Federation Newsletters takes about 2 hours, depending on how many members are helping, and is an excellent fellowship activity for NARFE members. It can be coupled with a Chapter or District meeting, or be a stand alone activity.

The Editor

- All Florida Federation elected and appointed officers are encouraged to submit *Florida Federation items* for publication within the Florida Federation Newsletter. Items may be subjected to edit due to size and content.
 - Set a deadline for receipt of articles.
- E-Mail the Publisher a PDF file with the final copy. (If possible)

The Publisher Shall:

- Copy the PDF file to a disk, or forward the PDF file by e-mail to whomever will be doing the printing/photocopying. The target printing amount is 200 copies.
 1. Normal mailing list is all Chapter Presidents and Secretaries, and all elected and appointed Federation officers.
- Order printing in B&W *only*, no color (too expensive), and order stapling and folding as needed to fit envelope.
 2. Please shop for best quality and pricing.
 3. Keep your receipts.
- Purchase 200 #10 envelopes or envelope size needed for mailing.
 4. Keep your receipts
- Purchase 200 self-adhesive first class stamps.
 5. More may be needed if mailed envelopes and contents goes over one ounce in weight. (Added ounce stamps or stamps equal to amount needed)
 6. Keep your receipts.
- Request a set of mailing labels from the Federation Secretary well in advance of receipt of the PDF file so that stuffing and mailing can be accomplished promptly.
 7. If Newsletters are to be mailed to other than the normal list, the Federation President or Secretary will send you the added labels.
 8. You will receive Federation Secretary return address labels along with your request.
- Keep the Editor and Federation President informed via e-mail of the projected and actual mailing date.

How long will this take?

It should take no more than 2 hours to stuff and seal envelopes.

Reimbursing the Publisher

After the newsletter has been mailed, the Publisher should mail/fax all receipts to the Federation Treasurer along with a completed and signed "Federation Check Request Form"

- **The Following items are reimbursable;**
 1. Cost of printing / stapling / folding.
 2. Envelopes.
 3. Postage.
- **The following items are not reimbursable;**
 4. Mileage
 5. Meals

Newsletter on the Web

- The Editor will send the PDF file to the Federation Web-Master for publication on the NARFEFL.net.
- Chapters with web-sites are encouraged to link to; www.narfeffl.net/Newsletters/index.htm so that members, potential members, and the public can have access to all Newsletters.

This Policy was renewed by the Florida Federation Executive Board on May 15, 2009.

Wallace W. Roepke, President

William H. Leatham, Secretary