

NARFE FLORIDA, INC

FEDERATION ASSISTANCE PROGRAM

The NARFE Florida Executive Board created the Federation Assistance Program (FAP) to provide members of chapter affiliates and individual “national only” members (herein collectively know a “members”) with the incentive and funding to create and implement local actions or events involving recruitment, retention, and public relations (herein known as RRP events) that may not otherwise be possible due to lack of member funds. Members 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 FAP guidelines, and assuming the availability of NARFE Florida funds, members are eligible for up to \$200 per request once every six months (twice per fiscal year June 1-May 31), to initiate and RRP event.

The RRP event must be designed and implemented to contribute to enlarging and retaining our membership. FAP funds are not intended to be used for normal or routine chapter or individual operating activities (such as the cost of printing and mailing newsletters, routine correspondence, or purchasing liability insurance), nor to replace funds used to pay for such activities.

FAP funds are not intended to be in the form of a “grant.” In order to receive FAP funds, members must provide written documentation to NARFE Florida in support of each separate expenditure. Supporting documentation of said RRP events must also be provided. Unused FAP funds must be returned to the NARFE Florida treasury.

Any member may submit a request for FAP funds, either directly or through a NARFE Florida Officer. To submit a request for FAP funds, please complete the FAP form located on the NARFE Florida website or copy the attached form and send it, together with supporting documentation for expenses, to the designated FAP officer for approval. Upon approval, the FAP officer will forward the request to the NARFE Florida Treasurer for payment to the submitting member.

In the alternative, a member may submit the FAP form in advance of expending any chapter or personal funds for the purpose of obtaining tentative approval from the FAP officer that the proposal meets the NARFE Florida guidelines.

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