

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**INDEX OF FEDERATION POLICIES AND PROCEDURES**

**Federation Issues**

1. Procedures for the Membership Action Plan (MAP)
2. Policies and Procedures for the Public Relations Plan with Chapter Requests for Financial Support and Forms
3. Policy for Pre-Retirement Seminars
4. Policy for Retention and Destruction of Records and Documents
5. Policy for Proposed Budgets
6. Procedures for Budget Carry Over Expenses
7. Policies and Procedures for NARFE-PAC
8. Policies and Procedures for Financial Reimbursements and Expenses
9. Procedures for the Auditing Committee

**State Convention Issues**

10. Procedures for the Ballots and Tellers Committee

**Chapter Issues**

11. Policies and Procedures for Service Centers
12. Procedures for Chapter Newsletters

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**PROCEDURES FOR MEMBERSHIP ACTION PLANS**

1. The Federation Membership Chair shall send out a letter to all chapter presidents each year requesting them to send a written copy of their chapter plans for recruitment and retention. This letter shall give the chapters a deadline date to get their recruitment and retention plans to the Federation Membership Chair. Each chapter's plan shall be submitted on the form provided by the Federation Membership Chair.
2. Chapter Membership Chairs shall be expected to provide annual written feedback to WSFC Membership Chair on their recruitment and retention results.
3. The Federation Membership Chair shall check to ensure the chapter's written request for reimbursements meets the deadline stated in the letter.
4. The chapter's request shall state their plans and goals for recruitment and retention. The plan shall also state how much money they expect to receive from the Federation. In addition, the plan shall also state how much the submitting chapter has budgeted for recruitment and retention.
5. The chapters should not expect the Federation to reimburse them in full. The chapters should, as a minimum, budget one-half of their reported expenses.
6. Each requesting chapter, who has complied with the above guidelines, shall receive a percentage of their requested funds. All funds will be pro-rated per chapter request based on a percent of the total WSFC programmed funds available divided by the total of the chapter request submitted.
7. These plans shall be in the hands of the Federation Membership Chair by March 1 and then submitted by the Membership Chair to the Finance Chair by March 15. The above actions are necessary in preparing a Federation budget for the following year.
8. Each chapter shall send requests for reimbursement by using the expense report form and attaching all receipts for reimbursements. These requests for reimbursement shall go to the Federation Membership Chair for approval/disapproval and then be forwarded to the Treasurer for payment.
9. The following categories are examples of expenses that chapters may submit for possible reimbursement: Telephone calls - copies - mileage - supplies - postage - open-house expenses - and booths.

Adopted        March 25, 1998  
Revised        October 21, 1999, May 16, 2009

# WSFC MEMBERSHIP ACTION PLAN

For July 1, 20\_\_ to June 30, 20\_\_

Chapter Name and Number \_\_\_\_\_ Date \_\_\_\_\_

**Chapter's Membership Recruitment and Retention Goals:** (Continue on back of page if needed.)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Planned Activities:** List activities your Chapter plans to do in the coming year to recruit and retain members, including who, what, when, where.

4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_  
\_\_\_\_\_
10. \_\_\_\_\_  
\_\_\_\_\_

**Estimate of Costs:** Estimate of costs to carry out plan.

Postage	\$ _____
Stationary	_____
Supplies	_____
Fees	_____
Telephone	_____
Copies	_____
Other (List)	_____
	_____

**TOTAL COST TO CARRY OUT PLAN:** \$ \_\_\_\_\_

This is a cost-sharing program between Chapters and the Federation. Chapters should, *at a minimum*, budget for one-half of their estimated cost. Actual payment will be made after costs have been incurred and a request for reimbursement, with receipts attached, has been submitted to the Federation Membership Chair

**Chapter - Federation Partnership:** Our Chapter expects to spend \$ \_\_\_\_\_ for Membership Recruitment and Retention in the coming year. We are requesting financial assistance from the Federation for \$ \_\_\_\_\_ (not to exceed 50%) to carry out our plan.

Submitted by:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mail or e-mail completed form to the WSFC Membership Chair.

WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION

**POLICIES AND PROCEDURES FOR PUBLIC RELATIONS**

GOALS are to:

1. Maintain and increase NARFE membership and inform federal, state and local elected and appointed officials of NARFE's interest and position on issues affecting members.
2. Educate Congress and the public that the well being of public employees has a direct effect on the quality of government.
3. Protect the interest and advance the causes of federal retirees, survivors and active employees.

OBJECTIVES are to encourage and to help chapters to:

- a) Designate and maintain a public relations chair and/or committee.
- b) Accept responsibility for planning, carrying out and evaluating a public relations plan.
- c) Develop or revise yearly PR plans based on internal and external means and evaluation of the current program.
- d) Keep membership informed and to heed calls for action regarding legislation affecting members.
- e) Send out news releases *to* appropriate local media when a major issue is up before Congress, stating NARFE's position.
- f) Publish newsletters.
- g) Reach members and prospective members with information about the importance to them of maintaining their membership in or for joining NARFE.
- h) Have displays at such events as *health fairs*, community activities, and shopping centers and report results of these efforts to the WSFC Public Relations Chair.
- i) Sponsor or cosponsor political forums in the local area in the years when there is an election for a national representative.

## METHODS

The Federation Public Relations Chair will:

- a. Provide chapters with guides and outlines for PR plans.
- b. Offer a system for chapters to request financial assistance from WSFC for public relations type work. Financial assistance will be limited to a maximum 50% total cost of the project.
- c. Provide financial assistance to chapters that are starting to publish a newsletter. Chapters must submit a plan to publish a minimum of four issues over a twelve month period to qualify for assistance. WSFC financial assistance will be limited to 50% of the total cost of publishing the newsletter for the first year or \$250, whichever is lower.
- d. Provide financial assistance to chapters sponsoring political forums in their area.
- e. Provide PR training at state conventions and district workshops.
- f. Provide professional tabletop displays for loan to chapters. Encourage chapters to use these displays by providing a convenient storage location and paying the shipping cost to the chapter. (The chapter is responsible for return shipping costs or transportation to the next scheduled location designated by the Public Relations Chair.)
- g. Present information on public relations in the "Federal Reporter", the newsletter the WSFC publishes quarterly and mails to chapter officers.
- h. Develop and maintain a Public Relations section on the Federation Web Site. This will reflect national NARFE and Federation public relations guidance and tools, PR planning recommendations; media contact information and starter ideas, PR training and other public relations tools for chapter PR use.
- i. Help chapters to be alert and respond to articles, letters, etc. in local newspapers that question the value and motives of federal civilian employment and service.

**PROCEDURE FOR CHAPTERS  
TO REQUEST FINANCIAL SUPPORT FOR PUBLIC RELATIONS ACTIVITIES**

1. The Federation Public Relations Chair shall send out a letter to all chapter presidents each year requesting them to send a written copy of their chapter plans for public relations activities for which they would like financial support in the next Federation Fiscal Year, July 1 to June 30. This letter will be mailed about December 31 and will give the chapters a deadline date to get their request for public relations financial support to the Federation Public Relations Chair. (Supplemental requests can be submitted during the year as opportunities present themselves.)
2. The Federation Public Relations Chair will develop a form which the chapters will use for requesting financial support to do public relations.
3. The Federation will only reimburse the chapter for up to one-half the total cost of the project. (For example, next year would encourage chapters to sponsor candidate forums in the local area. If one of the costs is renting a large meeting room at \$200 for the night. The chapter would show the total cost and the amount up to 50% of that total cost for which they are requesting the assistance. The maximum they could receive for the room rental from the Federation would be \$100.)
4. The total amount of Federation funds available for public relations purposes is quite limited. For this reason, WSFC public relations matching funding to the chapters is restricted to:
  - a. Advertising in selected publications with high readership by current and retired federal employees, or local electronic media that can be shown to reach the same audiences. General advertising to promote NARFE name awareness is expensive and ineffective. Ads should be in support of a specific special event or occasion that would draw prospective members. Advertising requests MUST show the special event, desired media, ad size, ad cost, advertising copy, requested frequency and desired outcome.
  - b. Booth space rental for NARFE display,
  - c. Room rental for special awareness events,
  - d. Limited purchase of NARFE related presentation goods – i.e., pens, etc. - for CFE, only if approved by Public Relations Chair (Note: Bulk purchasing of these items is made by WSFC and they will be distributed to the chapters as requested),
  - e. Expenses for WSFC and chapter speakers at conventions of related organizations, such as NAPUS or Soil and Water Conservation,
  - f. Reproduction, stationery & postage associated with external (not to chapter members) public relations activities
  - g. Meals for prospective, not existing, members of recruiting related functions.
5. Initial Requests for Financial Assistance for Public Relations shall be received by the Federations Public Relations Chair by March 1. The Public Relations Chair will make recommendations to the Finance Chair by March 15th so they can be included in the Federation Budget to be presented at the convention in May.
6. As each chapter implements a portion of their approved plan, they shall make their request for reimbursement using the most current Federation Expense Form (available from the WSFC Treasurer or on line at [www.narfewa.net](http://www.narfewa.net)). These completed forms plus actual receipts for the expenditures

shall be sent by the chapter to the Federation Public Relations Chair for approval/disapproval and then forwarded to the Treasurer for payment.

7. Where appropriate, the Federation Public Relations Chair will forward requests through the Federation President to NARFE Public Relations for consideration to receive NARFE matching funds. WSFC matching funds policy will mirror that of NARFE National Public Relations.
8. Each chapter receiving assistance shall provide written feedback to the Federation Public Relations Chair on the results of the Public Relations effort. (For example, “Over 300 people showed up at the candidate’s forum held on September 1<sup>st</sup> at the Red Lion Inn in Port Angeles, and NARFE’s leadership role in the event was mentioned several times in the local papers. The chapter is sending pictures to the national office to used in the next issue of the NARFE Magazine.”)
9. Most effective Public Relations activities can be accomplished at little or no cost. Chapters are encouraged to try these approaches on a continuing basis, and not rely strictly on funded activities.

### WSFC Funding Breakouts

<b>Membership</b>	<b>Public Relations</b>	<b>Newsletter</b>
Room rental for special recruiting events? Rental related to recruiting and retention efforts by chapters	Limited advertising in selected publications with high readership by current and retired federal employees (see note 1)	Publication and mailing of Federal Reporter
Support of first year CFE memberships - \$____ per membership granted.	Purchase of units and inserts for NARFE display units	Newsletter training
Postage related to recruiting and retention efforts by chapters	Shipping of NARFE display units to chapters	Newsletter awards at WSFC Convention
Stationery related to recruiting and retention efforts by chapters	Booth space rental for NARFE display	Costs of newsletter startups
Supplies (?) related to recruiting and retention efforts by chapters	Room rental for special recruiting events Room rental for special awareness events	
Telephone calls related to recruiting and retention efforts by chapters	Limited purchase of NARFE related presentation goods – i.e., pens, etc for CFE	
Copying related to recruiting and retention efforts by chapters	Expenses for WSFC and chapter speakers at conventions of related organizations	
	Reproduction, stationery & postage associated with external public relations activities	
	Meals for prospective, not existing, members at recruiting functions.	
	Drawing prizes (under \$25.00 in value) for prospective, not existing, members at recruiting functions.	

<p style="text-align: center;"><b>Items that will NOT be reimbursed by WSFC special activities</b></p>
--

Food for NARFE members at events
----------------------------------

Funding for newsletters other than initial startups
---

Support of chapter advertising in WSFC convention publications
--

Support of raffles or chapter prizes at conventions
---

Door prizes for monthly meetings
----------------------------------

Meeting notices for chapter members or telephone trees
--

Internal mailings to chapter or federation members
--

Chapter website management costs
----------------------------------

Adopted 10/28/98

Revised January 27, 2000, October 16, 2003, May 16, 2009

**WSFC PUBLIC RELATIONS ACTION PLAN**  
**For July 1, 20\_\_ to June 30, 20\_\_**

**Chapter Name and Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Public Relations Goals:** (Continue on back of page if needed.)

- 1.
- 2.

**Public Relations Action Plan:** Please list activities your Chapter plans to do in the coming year and for which you need financial assistance from the federation. (Show anticipated total cost to the right of each activity.)

- 1.
- 2.
- 3.
- 4.
- 5.

**Specific Action Funding Requests:** Attached are three Request for Matching Public Relations Funding formats to be used for specific matching fund requests under this overall plan. They are:

- “Advertising in Commercial or Specialty Newspaper or Publication”,
- “Special Event Support” and
- “Chapter News Releases”.

They may be submitted with the annual plan, or separately as an action is ready to be taken and actual cost figures are available. Completion of the data on these forms will allow informed decisions to be made on fund allocation by the Chapter and Federation.

**Summary of Estimated Costs:** Please estimate cost to carry out your plan. (You will be using the federation expense form (WSFC Form 1) to request reimbursement and you will need to summarize your expenditures for that format.)

Postage	\$ _____
Stationary/Env.	_____
Printer Supplies	_____
Computer Supplies	_____
Copying	_____
Advertising	_____
Booth Space	_____
Other	_____
<b>TOTAL</b>	<b>\$ _____</b>

This is a cost-sharing program between Chapters and the Federation. Chapters should, *at a minimum*, budget for one-half of their estimated cost. Actual payment will be made after costs have been incurred and a request for reimbursement, with receipts attached, has been submitted to the Federation Public Relations Chair.

**Chapter/Federation Partnership:** Our Chapter expects to spend \$ \_\_\_\_\_ for Public Relations. The Chapter has budgeted \$ \_\_\_\_\_ and requests \$ \_\_\_\_\_ from the Federation to share in implementing our Chapter’s Public Relations Action Plan.

Submitted by: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Mail OR E-mail your completed forms to:  
 Sam Cagle  
 WSFC PR Chair  
 6011 Winnwood Drive SE  
 Olympia, WA 98513  
[caglels@comcast.net](mailto:caglels@comcast.net)

4/2004, May 16, 2009

Request for Matching Public Relations Funding -

## **Advertising in Commercial or Specialty Newspaper or Publication**

- Describe each element of the request. If multiple publications are considered, provide information on each.

**Chapter Number:** \_\_\_\_\_

- Desired audience:
- Desired outcome:
- Name of Publication
- Frequency of Publication (Daily, Weekly, Other)
- Will ad be in general section of the publication or in special sections that are more likely to reach the desired audience (s)?
- How many times will ad be run? \_\_\_\_\_ What dates? \_\_\_\_\_
- Size of ad: \_\_\_\_\_
- Ad copy to be used (if available, attach a sample of each):
- Is ad copy from material provided by NARFE?
- Cost
  - Cost per ad placement:
  - Cost for postage:
  - Total cost:
  - Amount requested from WSFC (up to 50% of total):

Chapter Point of Contact: (Name, Phone #, e-mail address)

## **Request for Matching Public Relations Funding -Special Event Support**

- Chapter Number:
- Desired audience:
- Desired outcome (Recruiting of CFE, Recruiting of Retirees, Public awareness, community support, etc)
- Name of Event:
- Date of Event:
- Location of event:
- Is booth space required? \_\_\_\_\_ Is there a charge? If so, how much? \_\_\_\_\_
- Is a NARFE Display required? \_\_\_\_\_ If so, for what dates? \_\_\_\_\_
- Are NARFE presentation items (ballpoint pens, etc.) desired? If so, how many? \_\_\_\_\_ To whom should they be sent? If same as item below, mark "Same", if not, provide name, mailing address and e-mail address, if available:
- Who is the NARFE Point of Contact for the event? (Need Name, phone number, e-mail address if available, and, if material is to be shipped to them, a full street address (not P.O. Box))
- Would participants in the event be likely to be current federal employees, retired federal employees or family members?
- Would participants in the event be from locations served by more than one chapter? \_\_\_\_\_. If so, are other chapters involved in the event? \_\_\_\_\_ They are: \_\_\_\_\_  
Have arrangements been made to share the names and contact information of prospective members with the appropriate chapters and HQ NARFE?

**Request for Matching Public Relations Funding - Chapter News Releases**

Chapter Number:

Chapter Point of Contact:

Releases Sent to:

- Newspaper (List Each) (# of Releases/Month)

_____	( )
_____	( )
_____	( )
_____	( )
_____	( )
_____	( )
_____	( )
_____	( )

Other Publications (List Each)

_____	( )
_____	( )
_____	( )

Radio Stations (List each by call sign and city)

_____	( )
_____	( )
_____	( )

Estimated cost of postage and Materials per month

Postage:

Materials:

4/2004

**POLICY FOR PRE-RETIREMENT SEMINARS**

The WSFC Strategic Plan identifies the various categories of Pre-Retirement Seminars:

1. The official NARFE Pre-Retirement Seminar is contracted by NARFE with the government agency directly, using only NARFE copyrighted training materials and given to qualified NARFE presenters.
2. Chapter sponsored seminars use no NARFE copyrighted training materials. These seminars are not NARFE sponsored.

Approved July 29, 2004  
Revised May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**POLICY FOR RETENTION AND DESTRUCTION OF RECORDS AND DOCUMENTS**

The following schedule reflects the number of years files and records will be retained in the files of the WSFC Secretary and Treasurer.

A copy of this guide is to be made available to each new President, Secretary, and Treasurer when they take office.

<b><u>RECORD/DOCUMENT</u></b>	<b><u>RETENTION PERIOD</u></b>
WSFC HISTORY BOOK AND RECORDS	PERMANENT RECORD - To be updated by the Secretary each year
WSFC CONSTITUTION & BYLAWS	PERMANENT RECORD - To be revised if changes are passed by convention
WSFC CONVENTION MINUTES	PERMANENT RECORD
WSFC EXECUTIVE COMMITTEE AND ADVISORY BOARD MINUTES	PERMANENT RECORD
RESOLUTIONS/BYLAWS CHANGES PRESENTED AT WSFC CONVENTION	3 YEARS
ROBERT'S RULES OF ORDER (BOOK)	PERMANENT RECORD - Until edition is revised
WSFC OFFICER ROSTERS	PERMANENT RECORD
CHAPTER OFFICER ROSTERS	3 YEARS
CORRESPONDENCE	1 YEAR
TREASURER'S RECORDS (PAID VOUCHERS, PER CAPITA TAX RECEIPTS, REPORTS, IRS RECORDS)	7 YEARS
QUARTERLY FINANCIAL STATEMENTS	PERMANENT RECORD (For IRS Purposes)

Adopted April 9, 1982  
Revised November 30, 1998, October 21, 1999, May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**POLICIES AND PROCEDURES FOR PROPOSED BUDGETS**

1. The Federation President shall appoint the Finance Chair at the beginning of each year (July). The Finance Chair can be the Federation Treasurer or another member.
2. The Finance Committee consists of the Executive Committee (10 members) plus the Finance Chair. The Committee is to prepare a proposed budget to be presented to the delegates at the state convention.
3. The Finance Chair shall prepare a worksheet for the Advisory Board meeting in January. The officers and committee chairs should prepare or be ready to give their proposed budget for their office or committee. The officers and committee chairs should furnish their anticipated expenses to the Finance Chair before the January meeting.
4. The Federation Treasurer shall furnish the past expenses for a minimum of three years plus the current year up to the date of the March Advisory Board meeting to the Finance Chair in order for the Finance Chair to prepare the worksheet.
5. The Finance Chair shall prepare the final proposed budget for the March Executive Committee meeting. This worksheet shall be presented to the delegates at the state convention.
6. The Finance Chair shall deliver a copy of the proposed budget to the host chapter to include in the delegate packets at the state convention.
7. The Finance Chair shall publish a copy of the adopted budget in the first issue of the Federal Reporter after the state convention.
8. The Federation President shall furnish a copy of these policies and procedures to the Finance Chair no later than the July Advisory Board Meeting.

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**PROCEDURES FOR BUDGET CARRY OVER EXPENSES**

The Federation fiscal year is July 1 through June 30. The following steps must be accomplished for all reimbursements to be paid after June 30<sup>th</sup>:

1. All reimbursement requests should be submitted periodically (e.g. every two months).
2. Requests for reimbursement received by the Federation Treasurer postmarked after July 15<sup>th</sup> will not be honored.
3. The Federation will pay legitimate, documented, reimbursement requests at the end of the year only if the expenses were incurred during the month of June of the fiscal year with documented receipts and/or explanation, approved by the appropriate officer or chair when required, and received by the Federation Treasurer postmarked no later than July 15<sup>th</sup>.
4. Claims for Membership, Public Relations and Service Centers with supporting documentation and receipts must reach the Federation chairs postmarked no later than July 7<sup>th</sup>.
5. Federation chairs must process the late requests for reimbursement and forward to the Federation Treasurer by July 15<sup>th</sup>.
6. Chapters must not hold requests for reimbursements until the end of the fiscal year.
7. Claims requested by e-mail will not be honored due to missing receipts.
8. It is the responsibility of the chapter to allow sufficient time for the completion of the process before the fiscal years closes.

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**POLICIES AND PROCEDURES FOR NARFE-PAC**

1. Overview
  - A. NARFE-PAC month is March. Since its start in 1982, this program has allowed members to pool funds to assist in the election of US House and Senate candidates that support NARFE issues.
  - B. NARFE National officers form the Board that decides as to whether or not a request for funds will be honored. Input into that process from the Federation and chapters is necessary.
  - C. The WSFC PAC Chair will maintain a manual with the most recent correspondence with PAC information and instructions.
2. Preparation for the next congress
  - A. The WSFC PAC Chair will obtain a stock of the current pins, pamphlets, donation rosters and posters relative to the current congress. New pins are issued for each congress.
  - B. The WSFC PAC Chair will make sure that the annual WSFC budget is adequate for the annual PAC expenses.
  - C. An e-mail roster will be maintained of WSFC officers, District Vice-Presidents and chapter presidents and PAC chairs by congressional districts. Updates will be from the WSFC Secretary and chapters, as necessary.
  - D. Efforts will be made to have a PAC chair at every chapter.
  - E. The WSFC PAC chair will maintain a table at each state convention.
3. Instructions to chapter PAC chairs
  - A. Instructions to chapter PAC chairs will be made at the beginning of each congress and as necessary. Instructions will include: no fundraising, only NARFE members can donate, funds donated cannot be commingled with chapter funds nor can funds be sent to NARFE national with a chapter check.
  - B. Donations by check will be made payable to NARFE-PAC. If donations are made in cash, a personal check covering the total cash donations will also be made payable to NARFE-PAC. A donations roster will be maintained listing all receipts. The checks and donations rosters will be forward to NARFE national. A copy of the donations roster will be retained.
4. Requests for PAC funds
  - A. A notice of request for PAC funds will be received from NARFE National.
  - B. An e-mail request will be sent to all chapters/officers in the affected congressional district (and all chapters/officers for senate requests) asking for an opinion and reasons why a grant should be made (such as voting record, accessibility, war chest, etc.). A one week limit will be given to respond unless a date sooner is requested by national.
  - C. Responses from chapters/officers will be compiled with any additional data not furnished by the chapters/officers and available to the WSFC NARFE-PAC Chair and emailed to NARFE National.
  - D. Requests for PAC funds can be routed through the WSFC PAC chair only if absolutely necessary. All requests should go directly to NARFE National.

5. Reports

- A. Reports from NARFE National are received 8 times, quarterly, for the congressional 2-year period. Data will be disseminated to all interested parties.
- B. An article will be written for the quarterly Federal Reporter.
- C. When a grant (or denial) is known, all interested parties will be notified. The web master will be notified of a grant, for posting to the WSFC web site.

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**POLICIES AND PROCEDURES FOR  
FINANCIAL REIMBURSEMENTS AND EXPENSES**

The Federation shall reimburse the legitimate expenses incurred by Federation elected officers and authorized Federation committee members while carrying out their duties and responsibilities. All vouchers from the officers and committee members which fall within budgeted amounts and clearly meet accepted expenditure standards shall be submitted directly to then Federation Treasurer for payment. Requests which the Treasurer questions as not meeting established standards or exceeding budgeted amounts shall be presented to the Executive Committee for resolution. Payment for advance request may be approved by vote of the Executive Committee, such requests will be considered if financially beneficial to the Federation. Alcoholic beverage expenses will not be reimbursable as a meal expense item. When traveling on official business, an officer may, but will not be expected to drive after sunset and before sunrise.

The personal approval of a proposed action obtained separately by telephone or mail for each member of the Executive Committee does not constitute approval of the Executive Committee. If such is necessary, it must be ratified at the next regular meeting or at a subsequent meeting.

Reimbursement for use of privately owned vehicles for Federation business will be the same as the allowable IRS rate for business usage. The Federation Executive Committee reserves the right to modify the rate to any value lower than the IRS rate.

Any Federation Officers, except for the President or Vice President, must have prior approval from the President or Vice President to attend the same event if reimbursement is expected. Several officers attending the same chapter meeting, etc. will not be reimbursed but they are encouraged to attend such meetings/functions at their own expense.

Reimbursement requests from Chapters for Service Center establishment or operation, for membership recruitment and retention, and/or for public relations shall be submitted to the Federation Service Officer, Membership Chair, and Public Relations Chair, respectively. These individuals will make their recommendations and forward the vouchers to the Treasurer. All requests for reimbursements must have supporting documentation and/or explanation such as “actual bills, receipts, account statements, postage/stamps”, etc, or copies, attached to the voucher before submission. All requests should be submitted to the Treasurer in a timely manner (every two months is recommended).

All expenses incurred by elected officers, appointed committee chairs, or invited guests to attend an Executive Committee or Advisory Committee meeting will be charged to the Executive Committee account. Overnight lodging and meals must be for travel to visit a chapter, attend a workshop or a conference, and be a minimum distance of 90 miles one way.

The Federation Fiscal Year is from July 1 – June 30. Reimbursement requests including membership, public relations, and service center should be submitted periodically (e.g. every two (2) months). The Federation will pay legitimate, documented reimbursement requests at the end of the fiscal year, only if the documentation is dated prior to June 30<sup>th</sup> and is postmarked no later than July 15<sup>th</sup> of the new fiscal year. Requests for reimbursement postmarked after July 15<sup>th</sup> will not be honored.

Adopted        October 23, 1997

Revised        July 16, 1998; October 28, 1998; August 20, 1999; October 21, 1999; July 27, 2000; March 21, 2002; October 24, 2002; October 16, 2003; May 13, 2004; July 1, 2005; May 16, 2009

## DEFINITION OF ACCOUNTS

### ELECTED OFFICERS

President's Travel	Travel (mileage, common carrier, tolls, fees, meals, lodging). Administrative costs (e.g. postage, copies, telephone, and supplies, etc.) are charged to Office and Miscellaneous Account.
Vice President Expenses	Travel (mileage, common carrier, tolls, fees, meals, lodging) and administrative costs (phone, postage, copies, etc).
Secretary & Treasurer Travel	Mileage, common carrier, tolls, fees, meals, and lodging. Administrative costs are charged to Office and Miscellaneous Account (postage, phone, copies, supplies, etc.)
District Vice Presidents	Travel (mileage, common carrier, tolls, fees), meals, lodging (to cover visits to chapters); costs to prepare for and conduct an annual district meeting, and administrative costs. District Vice Presidents attending any meeting/function outside their own district must obtain approval of the Federation President, or in his/her absence the Federation Vice President, if planning to file a claim for reimbursement.
Immediate Past President	Bylaws state a member of the Executive Committee. Travel costs as needed and administrative costs.

### APPOINTED COMMITTEE CHAIRS

Legislative Chair	Travel (mileage, common carrier, tolls, fees, meals, lodging) to attend District meetings; all administrative costs. Costs to cover required attendance at an Executive Committee meeting or Advisory Board Meeting will be charged to the Executive Committee Account.
Membership Chair	Same
Public Relations Chair	Same
Service Officer	Same
NARFE-PAC Chair	Same
SHIBA Representative	Same
Alzheimer's Coordinator	Same

Strategic Planning Coordinator	Same
Internet Committee Chair (Webmaster)	Same as above plus Internet Service Provider (ISP) fees and software updates required to maintain the Federation web site.
State Legislative Chair	Travel costs to attend District Meetings, Senior Lobby Meetings, or Washington State Legislative sessions and all administrative costs.
<b><u>GENERAL PROGRAM:</u></b>	
Executive Committee	Travel (mileage, common carrier, tolls, fees), lodging and meals to Executive Committee Meetings for elected Officers and others the President has requested to attend.
Office and Miscellaneous	All the usual administrative costs (printing, postage, paper, office supplies, business cards, copying) for Federation business by the President, Secretary, and Treasurer. All administrative costs for the Convention Committees (Nominating, Bylaws, Auditing, Rules, Resolutions, Finance, etc.) and a \$50/day stipend for the Parliamentarian.
Convention Expense	Travel (mileage, common carrier, tolls, fees, lodging, meals, and miscellaneous) for Elected Officers, Appointed Chairs if participating in the convention (giving training or workshop) to attend the Federation Convention. Covers one day lodging, meals and mileage for the Audit Committee if they are required to audit the Financial Records before the Convention begins.
National Meetings/Convention	Travel (mileage, common carrier, tolls, fees), meals, lodging, and miscellaneous for the President to attend National Convention and for the President or designated representative to attend National NARFE Meetings.
National Committee Conference	Dollar amount to be given to the President or the National Legislative Chair to attend the Conference per approved procedures and budget.
Membership Recruitment	Financing to carry out Federation recruitment efforts including reimbursement to chapters per established rules and distribution. Account is managed by the Federation Membership Chair and distribution made per approved plans and budget.
Public Relations	Financing to carry out Federation Public Relations efforts including reimbursement to chapters per established rules and distribution. Account is managed by the Public Relations Chair and distribution approved per approved plans and budget.
Service Centers	Costs (telephone, administrative costs, travel, parking) of volunteers working at the center. Account is managed by the

Federation Service Officer and distribution approved per approved plans and budget.

Federal Reporter and Editor

All administrative costs to publish the number of issues as determined by the Executive Committee each year. Travel (mileage, common carrier, tolls, fees), lodging, meals to attend District Meetings.

Senior Lobby Contribution

Direct dollar contribution for support.

Secretary and Treasurer Expenses

Bylaws mandated amount (not to exceed \$600 each) to reimburse the Federation Secretary and Federation Treasurer for charges for maintaining, upgrading, purchasing of software and use of personal computer, printer, fax, or scanning equipment to support the accomplishment of the position.

Program Contingency

A fund to cover special programs approved by the Executive Committee or other unforeseen costs.

Host Chapter Convention Advance

Bylaws mandated expense for the Host Chapters for hosting the convention (\$1,000.00).

Carry-over Budget

Dollar amount to be used for any carry-over expenses for the current fiscal year meeting the established standards will be charged to this account.

**OTHER SPECIFIC LINE ITEM ACCOUNTS MAY BE ESTABLISHED AS NEEDED.  
THESE REQUIRE SPECIFIC PURPOSE IDENTIFICATION AT THE TIME THEY  
ARE APPROVED AND INCLUDED.**

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**PROCEDURES FOR THE AUDITING COMMITTEE**

- I. THE COMMITTEE OBTAINS THE FOLLOWING RECORDS FROM THE TREASURER TO PREPARE FOR THE AUDIT:
- A. Checkbook (and savings account, CD's, or other records of financial assets, if applicable) and current bank statements.
  - B. All bank statements received during the period covered by the audit.
  - C. Journals of cash receipts and disbursements.
  - D. Financial reports prepared for the Federation records (monthly, bi-monthly, quarterly, or whenever the executive committee requires a report for the records).
  - E. A Statement of Operations for the year to include the cash receipts and disbursements for the period covered by the audit (this should be by line item on the budget).
- II. IN CONDUCTING THE AUDIT, THE COMMITTEE:
- A. Balances the checkbook to the last statement(s) received.
  - B. Examines records for the period covered by the audit. Spot-checks cancelled checks in the following manner:
    - 1. Examine cancelled checks to see that they were properly endorsed on the back by the payee.
    - 2. Verify that cancelled checks had the authorized signature.
    - 3. Verify that supporting documents (vouchers, invoices, cash receipts, etc.) were completed for all disbursements.
    - 4. Verify the amount of the check written with the voucher or invoice.

C. Balances the cash receivables/cash disbursements:

1. Identify the balance in the account at the beginning of the period.
2. Determine total cash receipts for the period. Assure that a receipt was given for all cash received.
3. Determine total cash disbursements for the period. Assure that a voucher or invoice was received for all disbursements.
4. Confirm that the ending cash balance equals the beginning cash balance, plus cash receipts, minus cash disbursements.
5. Confirm that the ending cash balance equals the balance in the checkbook minus any outstanding checks or deposits not shown on the statement.
6. Verify that all bank statements were reconciled each month showing the outstanding checks or any deposits not shown on the statement.

III. COMPLETE THE AUDIT AND RETURN THE RECORDS TO THE TREASURER.

Any discrepancies should be resolved and discussed with the Federation Treasurer before the report is presented to the delegates for approval. All the records shall be returned to the Federation Treasurer.

IV. PREPARE AND PRESENT ITS REPORT TO THE MEMBERSHIP.

- A. A written Auditor's report is prepared, in triplicate, and signed by each committee member.
- B. The committee then presents a report at the WSFC annual meeting (convention). The delegates vote to accept the report.
- C. After the report has been accepted, one copy of the Auditor's report is given to the Recording Secretary, thereby becoming part of the official Federation records. One copy is given to the President and Treasurer for their records. The duties of the Auditing Committee terminate at this time.

Adopted January 16, 1997  
Revised May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**PROCEDURES FOR THE BALLOTS AND TELLERS COMMITTEE**

The purpose of this document is to provide guidance for members of the Ballots and Tellers Committee for the Washington State Federation of Chapters conventions

The Ballots and Tellers Committee is responsible for the conduct of any elections using a written ballot during the convention.

The Committee Chair will receive a listing of Chapters and Delegates-at-Large, 3 each of vote tally forms (WSFC Forms 8, 9, 13, 14), and also WSFC Form 11 from the State Secretary. The State Secretary will also provide ballots (one per chapter) printed on yellow paper with chapter number and authorized number of votes. Separate ballots printed on green paper and authorizing one vote only will be provided for each delegate-at-large.

Prior to the election, the Committee Chair will explain the following voting procedures to the assembled delegates:

1. Current and past Federation Presidents, Vice-Presidents, Secretaries, Secretary-Treasurers, and Treasurers are considered Delegates-at-Large and are entitled to one vote for each of the positions being voted upon (including the Nominating Committee).
2. Current Chapter Presidents (or Vice-President if representing the chapter in place of the President), are considered Delegates-at-Large and are entitled to one vote for each of the positions being voted upon (including the Nominating Committee).
3. Chapters are allowed to cast only the total number of votes authorized, as determined in Article X, Section 1 of the Federation Bylaws. The State Secretary provides these numbers.
4. No delegate can carry proxy votes from more than three (3) chapters.
5. Votes for the Nominating Committee and Federation Officer candidates, as well as any issues placed on the written ballot, may be split, but the total number of votes cast for each position or issue must not exceed the total number authorized for the chapter. The total number cast for the entire slate of Nominating Committee candidates cannot exceed the chapter's total authorized votes.
6. After the chapter delegates have received their ballots, the Ballots and Tellers Committee member will tell them their allotted time for the chapter caucus (normally 15 to 20 minutes is adequate).

On the day of the election, the Ballots and Tellers Committee will set up in a designated area outside the Convention Hall and distribute ballots to each chapter voting representative, delegate-at-large and proxy holder. A mark will be placed beside each chapter and delegate-at-large name on the listings provided to indicate a ballot was issued. A second mark will be placed beside each name as the chapter voting representatives and delegates-at-large turn in their ballots. The Committee will then retire to a designated area and tally the votes on the provided WSFC Forms (Tally Sheets).

The Committee Chair will report the results of the election to the convention assembly. The Committee Chair will **NOT** declare a candidate elected.

The Committee Chair might then request a motion from the floor to destroy the ballots once the Presiding Officer (Federation President) has announced the election results.

Adopted        April 2002  
Revised        May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**POLICIES AND PROCEDURES FOR SERVICE CENTERS**

The Washington State Federation of Chapters Executive Board encourages the concept of Service Centers and Service Officer volunteers. This policy is intended to help implement this program.

The Service Center account is managed by the Federation Service Officer. Reimbursement of Service Center expenses will be in accordance with the approved Federation budget allowance.

Designated NARFE Service Centers are: #016 Bremerton, #038 Seattle, #057 Tacoma, #123 Richland, #124 Vancouver, and #125 Spokane. These Service Centers are supported by the Washington State Federation. Members who are elected or designated by their chapter as their Chapter Service Officer are supported by their respective chapters.

The Washington Federation will reimburse the legitimate expenses incurred by Service Center Volunteers while carrying out their duties and responsibilities. Reimbursable expenses include administrative costs (telephone, supplies, copying, postage, mileage, parking, stipends for space usage, etc). No single Service Center will receive more than 25% of the budget during the fiscal year.

Reimbursement requests from Service Centers should be submitted periodically to the Federation Service Officer for approval - for example: at least once per quarter. Original receipts, account statements, or a copy of such supporting documentation, or an explanation of the expense must be attached to the voucher before submitting it for payment.

**The Federation fiscal year is from July 1 - June 30. Requests for reimbursement must be submitted to the Federation Service Officer before June 15<sup>th</sup>** to ensure the request reaches the Federation Treasurer before the fiscal year deadline of June 30<sup>th</sup>. Service Centers will be reimbursed after July 1<sup>st</sup>, only if the documentation is dated prior to June 30<sup>th</sup> and is postmarked no later than July 15<sup>th</sup> of the new fiscal year. Requests for reimbursement postmarked after July 15<sup>th</sup> will not be honored.

Adopted March 30, 1999  
Revised May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**PROCEDURES FOR CHAPTER NEWSLETTERS**

1. The Washington State Federation of Chapters Executive Committee will encourage chapters to provide their members with a newsletter at least quarterly. This newsletter will provide the following information as a minimum: the time, location and programs for the upcoming chapter meetings; the names of the chapter officers and elected representatives and how to contact them; and, a local perspective on proposed legislation on issues important to federal employees, retirees and their survivors. These newsletters may be delivered electronically or by regular mail.
2. The Federation will provide incentives to encourage those chapters who currently do not meet the minimum standard stated above. The financial amount of these incentives will be set by the Executive Committee and awarded to successful chapters at the WSFC Convention.
3. Chapters with newsletters will be encouraged to send copies of each issue to the Federation Editor and/or designated judges for review. These judges will provide feedback to the chapters to help improve the newsletters.
4. The Federation Editor will provide guidelines for producing successful newsletters to Chapter Presidents and Editors and conduct workshops at District Meetings or the convention when asked to do so.

## NEWSLETTER JUDGING CRITERIA

(Show 0 to -3 points in the far right column for each subcategory below)

### APPEARANCE

		<b>Points Deducted</b>
<b>Organization</b>	Uses short sentences and paragraphs. Bullet, numbering, lettering or indenting are used to make it easy to follow.	
<b>Highlighting</b>	Important information is highlighted by underlining, using bold or italic font, caps or quotation marks and brackets.	
<b>Layout</b>	Uses a variety of formats such as, one, two or three columns and/or text boxes and tables.	
<b>Consistent Design</b>	Places the same information in about the same location each issue. Places important dates and upcoming meeting information in a special box or table.	
<b>Logos and Clip Art</b>	Uses the new NARFE logo and name. Uses appropriate clip art and white space to help break up the text.	

### CONTENT

<b>Chapter Meeting</b>	Presents information on the chapter meeting such as the date, time, place and program.	
<b>Other Meetings</b>	Lists the meetings that are coming up in the next month or more.	
<b>Officers</b>	Lists the officers and committee chairs with information on how to contact them.	
<b>Elected Representatives</b>	Lists the names and contact information of the US Senators and Representatives serving the chapter area.	
<b>President's Message</b>	Each issue has a message from the chapter president or vice president in the event the president is not available.	
<b>Other Contributors</b>	As space allows, other officers present information appropriate to the chapter members (legislative, membership, public relations, service and sunshine).	

**OTHER**

<b>Relevance of Information</b>	The information presented is new or given with a local spin (rather than a repeat of what was in the NARFE Magazine).	
<b>Positive</b>	The information is presented in a positive way. It avoids being critical of national, regional and state officers.	
<b>Political</b>	The information is non-partisan. A good test is – could the Senator or Congressman read it without becoming an enemy of your chapter.	
<b>Writer’s ID</b>	All information presented is made creditable by naming the writer or source.	
<b>Newsletter Name</b>	It has a title.	
<b>Schedule</b>	Statement of the frequency of the publication.	

**TOTAL DEDUCTION:** \_\_\_\_\_

**NEWSLETTER SCORE (Subtract the above total from 100)** \_\_\_\_\_