**North Carolina Federation of Chapters**

National Active and Retired Federal Employees Association

****

**Convention Guide**

**August 2015**

**Introduction**

The North Carolina Federation of Chapters holds an annual convention in one of the six NC Areas designated in sequential order (see ***Exhibit 1*** for a complete listing of all six Areas and their Chapters). The convention usually occurs the first week in May.

The purpose of this manual is to assist the North Carolina Federation Board, but more importantly, the assigned Area leaders and members whose turn and task it is to prepare for the next NC Federation convention. While it will guide members through some consistent required formats, it does allow for personal creativity, geographical highlights, and other innovative considerations. It will also allow new and seasoned members to become more effective throughout the process.

This manual was begun by Bill Austin in the 1990’s and updated by various Federation officers, Area Officers, and local chapter officers and/or members who have hosted conventions.

A copy of this manual will be shared with each Board member for his or her use while in office, as well as anyone next in line to host a convention. It will be updated and shared with Host Committee Chairs and successive Federation officers as each officer is replaced.

Ron Buffaloe

NC Federation President

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**Automated Convention Processes**

A significant portion of the convention process has been automated over the years, reducing Area and Chapter participation. Critical tasks such as credentials, planning, convention program, booster and memorial book production, fund raising, and communications should be assigned to small groups with the expertise and experience to carry out the task. For example, the Registrar, Credentials Chair, Federation Secretary, and Federation Treasurer execute the registration, credentials, and financial processes. In past years host chapter planning committees conducted these functions. Converting these tasks from host chapter planning committees to Federation functions has brought great returns in the cost and effectiveness of these processes.

Area and Chapter activities should be limited to the following:

* Raising funds with support from the Federation Convention Planning Committee where the year-to-year expertise resides.
* Recruiting one-time support personnel, such as color guard, local speakers, etc. (mayor, politicians, Indian Chief and invocation speakers)
* Working with local media outlets in partnership with the Federation’s Public Relations Officer
* Providing onsite support personnel as needed, such as: goodie bag preparers and distributors, information booth operators, and welcoming attendees at arrival

**Federation Responsibilities**

*(****Exhibit 2***identifies the Convention Bylaw References)

The Federation Convention Planning Committee’s primary role is to plan each Federation Convention and includes the Federation President, Executive Vice President, Secretary, Treasurer, Webmaster, Public Relations Officer, Host Area Vice President, and Host Committee Chair of the upcoming convention, plus the Host Area Vice President and Host Committee Chair of the following convention. As needed the Federation President can invite additional participants. The Federation Convention Planning Committee:

* Determines the division of duties between the Federation and the Host Chapter or Area
* Determines the convention program schedule
* Decides about speakers, workshops, “First Timers” sessions, etc.
* Reviews draft documents
* Advises the Host Committee Chair of specific actions before and during the convention
* Resolves any convention issues arising between Board meetings
* Conducts a review of the most recent convention to determine lessons learned for future conventions

The Federation President, after consulting the Federation Board, is responsible for the following:

* Has overall responsibility for all aspects of a state convention
* Coordinates with the Region X Vice President if the convention date changes and has to be approved by NARFE headquarters because of the scheduling requirements
* Approves the nomination of a Host Committee Chair by the Host Area Vice President. (See section “Host Area Vice President and Host Committee Chair Responsibilities” for further information on the Host Committee Chair.)

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* Approves the nomination of a Site Review Committee by the Host Area Vice President, including individuals with specific knowledge and experience in convention processes, facilities, contracting and management, to assist with the evaluation and selection of each convention site
* Ensures Area Vice Presidents are aware of the NC Convention Schedule Calendar:
* 2015 - Area II
* 2016 - Area III
* 2017 - Area V
* 2018 - Area I
* 2019 - Area VI
* 2020 - Area IV
* Consults the Federation website for specific and detailed requirements, schedules, and continuously updated status of all convention planning activities. Also uses the Convention Planning Committee website work area for actual documents, reports, schedules, convention booklets, including the Program Book, Booster Book, and Memorial Service Book/ Memorial Service Video
* Offers Host Chapter/Area Committee funds not to exceed $500 to be repaid interest free by the Convention Treasurer
* Advises on financial matters
* Oversees the publication and distribution of and approves the content of three Convention Call Letters (automated on the website) designed to provide chapters and prospective attendees information on convention specifics, such as hotel room cost and availability, meeting facilities, parking, dining options, registration and banquet fees, prospective speakers, workshops, and local attractions, etc.
* Oversees the preparation of written invitations to National officers, the governor, mayor, U.S. Senators and Representatives, or other speakers including candidates running for National Office; suggests speech themes, asks for their bios and arranges for their hotel rooms (see ***Exhibit 7*** sample letter)
* Approves draft program, booster, and memorial booklets recommended by the Executive Vice President and the Federation’s Convention Planning Committee
* Oversees the Federation awards process conducted by the Executive Vice President
* Approves training sessions and other activities, including topics and presenters based on input from various officers and members
* May organize an orientation session for new members and/or convention “first timers”
* Coordinates reception with Blue Cross/Blue Shield representatives
* Engages a qualified Parliamentarian, who assists in the preparation of the convention, advises upon request, knows Robert’s Rules of Order, and is to be seated next to the presiding officer at the head table
* Approves committee meeting times and when to hold area caucuses
* Asks National Headquarters to provide an appropriate representative, such as the Regional Vice President, to install new officers
* Appoints all committee chairs, with the exception of the Nominating Committee, for which only an “Acting Chair” is appointed
* Approves the content of notification letters, which are automated from the website
* Signs contracts if warranted
* Opens the Memorial Service conducted by the Area Vice Presidents

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The **Federation Executive Vice President** is responsible for the following:

* Assists Federation President
* Develops, produces, and supervises printing of documents, reports, schedules, and convention booklets such as the: Program Book, Booster Book and Memorial Book. **NOTE:** These booklets can be obtained from the previous Executive Vice President.
* Coordinates the nomination of Federation Committee members by Area Vice Presidents
* May recommend committee chairs and advisors to the Federation President
* Prepares for the Federation President written invitations to National officers, the governor, mayor, U.S. Senators and Representatives or other speakers, including candidates running for National Office; suggests speech themes, asks for their bios and arranges for their hotel rooms.
* Solicits nominations for both the ***Lyle V. Storch Memorial Award*** (see ***Exhibit 6)*** and the ***Charles R. Patton “Good Egg” Award*** from each Area (see ***Exhibits 8 & 9***)
* Procures Federation Awards
* Coordinates with the Host Committee Chair to solicit Color Guard, flags, music, as well as invocation speakers for the opening ceremony, each official business session, banquet, and memorial service
* Ensures that non-sectarian prayers are offered

The **Federation Secretary** is responsible for the following, with other positions as noted:

* Oversees the entry of credentials into the Federation website’s online credentials program (Chapter secretaries are encouraged to use the online system, which requires no forms and is very user friendly.)
* Ensures US and NC flags and the Federation banner are available
* Makes signs outside facility to announce where the convention is being held
* Provides and arranges name tents for head table officers and speakers
* Solicits banners from all chapters and arranges around assembly
* Arranges to have the Federation banner available
* Arranges for dignitaries to be picked up if warranted
* Provides/purchases gifts for special guests
* Assembles list of previous year’s deceased members from all Chapters through March 30 of current year by **April 15** and prepares a Memorial Booklet listing their names
* Prepares a PowerPoint presentation of the names of deceased members to use during the memorial service to honor deceased members
* Coordinates the provision of music, candles, and/or flowers and vases for each Area Vice President (with assistance from the Host Committee Chair) for the memorial service
* Places final reports on the Federation website in the appropriate committee’s library

The **Federation Treasurer** serves as the Convention Treasurer and the duties are the same.  See the Policy and Procedures Manual for further information.

**ALL Committees:**

* Must have a President-appointed advisor and chair
* Should refer to the Policy and Procedures Manual and ***Exhibit 2 – Bylaws*** when needed

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* Should review past committee reports, committee instructions, and notes that are available in each committee’s library on the Federation website. All convention documents are placed on the website by the Secretary at the end of the convention.
* Are introduced at the first business session
* Appoint someone to take minutes during their meetings, which are read to the convention assembly
* Meet on the first day of the convention

**Federation Standing Committees**

**Audit Committee:**

* Ensures that all required financial information is available and reviewable on the first day of the convention
* Conducts an audit of the receipts, disbursements, assets, and liabilities of the Federation
* Reports to the convention assembly about its findings

**Bylaws Committee:**

* Receives by February 1 and reviews all proposed amendments via a Form F3C to the NC Federation Bylaws to determine their compatibility with the National and Federation Constitution and Bylaws and recommends adoption or rejection based on Federation needs
* By April 1 sends a copy of proposed amendments either by letter to each chapter or to federation newspaper editor for publication in the federation newspaper
* Submits the final amendment version to the Federation Board and to the full convention

**Nominating Committee:**

* Solicits nominations within each area for the offices of President, Executive Vice President, Secretary, Treasurer, and Area Vice President
* Ensures that nominations are received by March 1 before the convention; otherwise, they must be submitted from the floor at the convention
* Reviews and determines acceptability of nominations submitted by the nominee’s Chapter President or designee on behalf of the chapter
* At Area caucus the Area committee member advises of received nominations for the Area Vice President position (see Nominating Committee section of Policy and Procedures Manual)
* Provides nominations to the convention assembly

**Resolutions Committee:**

* Receives by March 15 and reviews all proposed resolutions to determine their compatibility with National and Federation Constitution and Bylaws and accepts or rejects recommendations based on Federation needs
* Provides recommended resolutions to committee, requests a common recommendation be developed, and establishes control numbers
* Disseminates resolutions if more than one committee is affected
* Allows resolution sponsor to clarify intention if necessary but privately discusses pros and cons with committee members and presents to convention for discussion
* Explains non-action recommendation(s) in writing
* Requests Executive Vice President to resolve appeals and if he or she can’t, refers to Federation President who can: 1) resolve the issue; 2) appoint a committee of Area VPs to study and report to convention delegates; or 3) table resolution to next convention

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* Prepares and presents all recommendations to the convention assembly to be adopted or rejected

**Federation Convention Committees**

**Ballot and Teller Committee:**

* In accordance with Robert’s Rules of Order, develops voting procedures for any and all ballots, whether by voice vote, hand count, or ballot. Documents, ballots, and computerized ballot counting programs are available in the website’s Ballot and Teller Committee library.
* **Note:** Officer elections require ballot votes. Bylaws amendments and resolutions require voice votes only, unless the Convention Presiding Officer deems the voice vote inadequate to determine passage. Bylaws amendments require 2/3 affirmative votes for passage.
* Ensures that an advance copy of each chapter’s voting strength and chapter number, votes authorized, and person authorized to vote for chapter are provided by the convention registrar
* Recommends procedural changes, if necessary.
* Ensures ballots are prepared by the Webmaster before convention.
* Chair conducts the Convention Candidates' Forum following the first Nominating Committee report and Nominations from the Floor
* As necessary, respective Area Committee members and the Committee Chair conduct contested Area Vice President elections.
* Counts ballots in a room designated for this specific purpose with computer accessibility from the Federation Webmaster
* Ensures ballot accuracy, that attending chapters voted, and that delegate ballots are handled properly
* Ensures that all voting is conducted fairly
* After completion of all ballot votes, Committee Chair reads aloud the committee report by addressing the Convention Presiding Officer and hands it to him or her.
* Committee report includes
  + Number of votes cast; number necessary for election; and number of votes each candidate by name received
* Does not declare the results of the ballot vote. (The Convention Presiding Officer does this, reading the Committee Report before doing so. Convention Presiding Officer declares the election of each officer separately.)
* Provides the Committee Report to the Federation Secretary who enters the Committee Report in full in the Convention minutes on permanent record.
* After completion of all votes, will destroy ballots or file them with Federation Secretary for specified length of time before being destroyed, as ordered by the Convention Presiding Officer.
* Note: Only occurs if no possibility that current Convention may order a recount; recount requires majority vote unless a special rule permits a lesser number.
* **Note:** The Convention must remain in session until the vote is reported.

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**Budget Committee:**

* Ensures all required financial information is available and reviewable on the first day of the convention
* Reviews expenditures of the immediate past convention (available in the website’s Budget Committee Library)
* Determines adequacy of proposed convention budget for general operations
* Following presentation of the proposed budget by the Treasurer to the convention, presents Committee findings/report and moves to adopt report and approve or reject proposed budget

**Courtesy Committee:**

* Establishes procedures to observe convention activities and its performance
* Places evaluation forms in the registration package to determine the quality of the convention
* Reports positive or negative observations to convention assembly
* Praises the operation and recommends improvements to the next convention if warranted
* Thanks the host chapter/area as appropriate

**Credentials Committee:**

(Credential activities are entirely generated online before, during, and after convention. Tutorials are available on the http://ncnarfe.info website)

* Responsible for approval of the credentials filed by the chapter secretaries and may, with the Federation Secretary, make changes requested by the Chapter Presidents or Secretaries to support the chapters
* Ensures delegates and alternates are correctly entered in the online program. Chapter and Federation officers may review the current status of each chapter’s delegation as it occurs.
* Certifies credentials at the registration table
* Enters information at registration table
* Prepares any changes to credentials, name tags, and ribbons at the convention
* Provides daily and final Credentials Reports to convention assembly

**Legislative Committee:**

* Determines what pending legislation could affect Federal retirees and is prepared to discuss these issues, including legislation that NARFE members should encourage and support
* Decides on ways to develop or improve a rapid information dissemination system and membership letter/telephone/email lobbying
* Prepares a proposed budget for legislative activity

**Registration:**

(See Note under Credentials Committee)

* Encourages ALL NC Federation members to register online at www.ncnarfe.info as early as permissible

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**Rules Committee:**

* Consults the Federation website’s Rules Committee library for information on past committee activities
* Reviews with the Federation President, Sergeant-at-Arms, and Parliamentarian rules of past conventions and Robert's Rules of Order, Revised Edition to conduct convention business
* Requests critical information garnered at past conventions, if any, and recommends rule changes to resolve or prevent issues at upcoming convention
* Obtains consensus on any proposed rule changes and decides how to monitor convention process including, how rule infractions will be addressed and by whom
* Attends all convention assembly meetings to assure compliance with rules of order and notifies Parliamentarian or chair of any rule infractions
* Prepares final report to convention assembly with recommendations

**Sergeant-at-Arms Committee:**

* Consults the Federation website’s Sergeant-at-Arms Committee library for information on past committee activities
* Maintains proper decorum in accordance with convention rules and Robert's Rules of Order, Newly Revised
* Escorts guest/speakers to dais and assures proper delegate seating for each function (see Section 7 of Convention Bylaw References ***Exhibit 2)***
* Enforces proper voting procedures
* Controls microphones in meetings
* Controls access to convention hall
* Consults with the Credentials Committee and Federation Convention Planning Committee chair on procedures to identify: National officers, Federation President, past Federation Presidents, Federation officers, Chapter delegates and guests, which include providing ribbons, nametags, and other identifiers as required
* Prepares for emergencies: illness, fire, etc. and gives instructions to convention assembly
* Establishes rules of conduct if necessary to restore order with unruly delegates or guests
* Assists in curtailing debate or other actions that the President may require

**Host Area Vice President and Host Committee Chair Responsibilities**

Federation Conventions rotate among Areas and the hosting Area Vice President is responsible for initiating the planning process about two years in advance. More than one chapter within the area may host a convention, but that decision should be made early in the process. The local Visitors Center, Tourism Office, or Chamber of Commerce can help choose a hotel, its price structure and accommodations. The proposal is presented to the Federation President and Executive Board and ultimately to the convention delegates one year before the convention.

**Host Area Vice President:**

* Nominates and chairs a Site Review Committee by the first Board meeting after a convention choosing volunteers with specific knowledge and experience in convention processes, facilities, contracting, and management. Possible committee members may include the Area Vice President, Chapter Presidents, Host Committee Chair, and a Federation Officer
* Nominates a Host Committee Chair by the first Board meeting after a convention

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* With the Site Review Committee visits and evaluates each convention site for adequacy of the facilities for meetings, dining, exhibitors, vehicle parking, handicapped access, safety and security (see ***Exhibit 3*** sample *Convention Site Inspection List)*
* Publishes and distributes three Convention Call Letters designed to provide chapters and prospective attendees information on convention specifics, including guest room cost and availability, meeting facilities, parking, dining options, hospitality room, registration and banquet fees, prospective speakers, workshops, and local attractions, etc.
* Is responsible for all local aspects of the Federation Convention
* With other Area Vice Presidents conducts a memorial service to honor deceased members (*see* ***Appendix 4*** *Memorial Booklet* obtained from last convention chair)

**Host Committee Chair:**

* Establishes and chairs the Host Chapter(s) Steering Committee
* Is responsible for all local committees and subcommittees
* Chooses volunteers whose commitment is critical
* Arranges with hotel for storage and other items shipped to the hotel
* Shares information with the Host Area Vice President, Federation Convention Planning Committee, and Executive Board
* With the assistance of the hotel, if necessary, provides projectors, screens, props, plants or flowers, audio and video equipment as well as heating, lighting, water, etc. and ensures all function
* Procures tables from the hotel for:
* Head table with NARFE banner, water, microphones, podium, name tents, décor, etc.
* Registration (3)
* Information, i.e. Chamber of Commerce (with knowledgeable volunteer)
* Alzheimer’s
* NARFE-PAC
* Sponsors, i.e., BCBS, GEHA, etc.
* Candidates for various NC or National Offices
* Establishes the following subcommittees:

**Banquet Committee:**

* Provides decorations and/or flowers if budget allows
* Ensures invocation and special speakers are available

**Entertainment Committee:**

* As early as feasible, investigates and solicits entertainers such as cloggers, storytellers, local mimics, singers, barbershop quartets, skits, background music, dulcimer, etc.
* Ensures that the Federation President signs contract if required

**Door Prizes Committee:**

* Coordinates and provides door prizes from such organizations as:
  + Local businesses
  + Banks

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* + Chapter funds
* Conducts award and prize drawings and presentations before each business session (tickets are furnished by the Webmaster)

**Information and Local Tours Committee:**

* Provides for possible local tours of the area and provides specific information in Convention Call Letters two or three as appropriate
* Assigns convention-knowledgeable person to an “Information Booth” to direct traffic, answer questions re: convention schedule, restaurants, meeting rooms, medical and emergency contacts; etc.

**Photographer(s):**

* Records convention events
* Posts pictures on bulletin/poster board if available and feasible
* Ensures pictures are included in local media and NARFE publications
* Provides pictures to members if requested

**Welcome/Hospitality/Reception:**

* Selects friendly outgoing volunteers to meet delegates
* Provides registrants goody/information bags that include:
* Name badge
* Banquet and Door Prize Tickets
* Program Booklet, Booster Booklet, and Memorial Booklet
* Small gift
* Pen & Pencil
* Hotel diagram
* Evaluation (***Exhibit 20)***
* Welcomes delegates and visitors, provides them badges as soon as feasible and encourages them to wear them
* Considers having a Chamber of Commerce table with: local attractions, restaurants, shopping, transportation, approved doctors & drug stores
* Plans and staffs the hotel’s Hospitality Room (if permitted by hotel) with refreshments if available (coordinate with chapter members and/or local restaurants’ donations if available)

***Exhibit 1***

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**NC FEDERATION OF CHAPTERS – AREAS AND CHAPTERS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area I** |  |  | **Area II** |  |  | **Area III** |  |
|  |  |  |  |  |  |  |  |
| **Chapter** | **No.** |  | **Chapter** | **No.** |  | **Chapter** | **No.** |
|  |  |  |  |  |  |  |  |
| Charles R. Patton | 156 |  | Charlotte | 105 |  | Greensboro | 211 |
| Hendersonville | 214 |  | Hickory | 692 |  | Winston-Salem | 454 |
| Marion | 667 |  | Salisbury | 720 |  | High Point | 668 |
| Burke County | 696 |  | Piedmont-Gastonia | 1791 |  | Ashe-Alleghany | 800 |
| Smoky Mountain | 1420 |  | Lincoln County | 1983 |  | Wilkes | 979 |
| Marjorie Christie | 1999 |  | Stanly County | 2316 |  | Rockingham County | 1161 |
| Carolina Mountain | 2209 |  |  |  |  | Surry-Yadkin | 1611 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Area IV** |  |  | **Area V** |  |  | **Area VI** |  |
|  |  |  |  |  |  |  |  |
| **Chapter** | **No.** |  | **Chapter** | **No.** |  | **Chapter** | **No.** |
|  |  |  |  |  |  |  |  |
| Raleigh | 192 |  | Cape Fear | 276 |  | Washington | 804 |
| Durham | 566 |  | Wilmington | 337 |  | New Bern | 808 |
| Rocky Mount | 781 |  | Sanford | 826 |  | Albemarle | 1005 |
| Wayne County | 1830 |  | Coastal | 1312 |  | Pitt County | 1530 |
| Johnston County | 2107 |  | Brunswick County | 1894 |  | First Flight | 2206 |
| Pearl S. Wright | 2108 |  | Sandhills | 1895 |  | Havelock-Cherry Point | 2211 |
| Henderson | 2289 |  | Lumber River | 1904 |  |  |  |
| Person/Caswell | 2295 |  | Sampson-Duplin | 2046 |  |  |  |
| Roanoke Valley | 2297 |  | Intracoastal | 2266 |  |  |  |
|  |  |  |  |  |  |  |  |

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***Exhibit 2***

**ARTICLE V**

**Meetings**

**(Convention Bylaw References)**

**Section 1.**

The Federation shall hold an annual convention, which, in a year of a National Convention, shall be held not later than 60 days before such convention. This convention shall be known as the annual meeting of the Federation. The purpose of a convention shall be to elect officers, transact business of the Federation, discuss matters of interest to members, and provide social and fraternal programs.

**Section 2.**

Each chapter in good standing shall be entitled to one delegate for every 25 members or fraction of this number. All current appointed and elected Federation officers and Federation past presidents shall be entitled to one vote each as delegates at large, unless they are serving as delegates from their respective chapters.

**Section 3.**

Each chapter treasurer shall compile a list of members in their chapter as of December 31, which shall be used to determine the number of delegates to which the chapter is entitled. Included in the list shall be regular members and life members who have paid National and chapter dues, Honorary members (whether or not a chapter has waived chapter dues), and members in the free year of a membership plan. A letter signed by the President and Treasurer stating the verified number of chapter members shall be sent to the Executive Vice President by the last day of February of the next year.

**Section 4.**

Delegates shall present credentials, signed by the chapter president or secretary, to the Credentials Committee showing their selection by their chapter. All officers of the Federation and past presidents, if registering as a delegate-at-large, shall register with the Credentials Committee. The Committee shall send a notice to each chapter notifying it of the number of delegates to which it is entitled. The Credentials Committee shall issue a badge to each delegate and a certificate showing the number of votes to which a chapter is entitled during Ballot voting. A copy of these certificates and those of delegates-at-large shall be given to the Ballot and Teller Committee.

**Section 5.**

In all votes, including all elections, each delegate shall vote independently.

**Section 6.**

To provide as complete a representation as possible, chapters shall designate alternate in a delegation. In such case, each alternate shall re-register as a delegate and the Credentials Committee must so certify before the alternate may participate in voting.

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**Section 7.**

Delegates shall be seated in a section reserved for registered chapter delegates and delegates at large. Separate seating shall be provided for visitors and alternates. Only persons wearing delegate badges shall be permitted to sit in the reserved section and to vote and participate in convention business.

**Section 8.**

Convention committees shall be composed of chapter members registered at the convention and shall include: Ballot and Teller, Budget, Courtesy, Credentials, Host, Legislative, Resolutions, Rules and Sergeant-at-Arms. There shall be an Audit Committee appointed by the President in time to complete an audit prior to the first Executive Board meeting following the convention. No elected officer may serve as chairman of a convention committee nor shall elected officers constitute a majority of any committee.

**Section 9.**

Thirty delegates representing ten or more chapters shall constitute a quorum at a Federation convention.

***Exhibit 3***

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**Convention Site Inspection Checklist**

Meeting Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property**

Hotel Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales Contact Name/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Direct Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_Fax (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Website Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AAA Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Diamonds Mobil Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complimentary Transportation? \_\_ Yes \_\_\_No \_\_\_Approximate Taxi Fare? \_\_\_\_\_\_\_\_\_\_

Number of Hotel Sleeping Rooms Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

% Non-Smoking Rooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Restaurants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Construction Planned \_\_\_\_Yes \_\_\_No If yes, what and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADA Compliant \_\_\_Yes \_\_\_No \_\_ If not, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sleeping Rooms**

Group Rate Single $\_\_\_\_\_\_\_\_\_\_Double $\_\_\_\_\_\_\_\_\_Suite $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complimentary Rooms \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Tax\_\_\_\_\_% $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cut-Off Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rates available after cut-off date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Rooms**

Space Available on requested dates (Attach meeting schedule and space held.)

Room Rental Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-Up Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heating/Ventilation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sound System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elevator number/proximity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audio/Visual equipment – in-house or commercial firm - Labor rates $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food and Beverages**

Approximate Cost for Continental Breakfast $\_\_\_\_\_\_\_\_\_\_\_\_\_\_/person

Full Breakfast $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/person

Lunch $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/person

Dinner $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/person

**Services and Amenities**

Business Center \_\_Yes \_\_ No – Hours \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking \_\_Yes \_\_ No - Cost per day $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fitness Center \_\_Yes \_\_No Complimentary for guests \_\_Yes \_\_No; If no, cost $\_\_\_\_\_\_

Pool \_\_Yes \_\_No \_\_Indoor \_\_Outdoor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rate the following:**

Lobby Décor/Seating/Location/Lobby Condition/Cleanliness

Restaurant(s) Condition/Cleanliness/Menu Selection/Pricing/Food Quality

Public Restrooms Condition/Cleanliness/Proximity

Adequate Security and Fire Safety

**Estimated Convention Expenses**

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Room Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food & Beverage Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A/V & Other Equipment Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Meeting Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL ESTIMATED EXPENSES $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Exhibit 4***

17

**General Guidelines for Negotiating a Hotel/Convention Center Contract**

* Prepare to negotiate with the hotel and/or convention site. They expect you to negotiate and you should never accept the initial rates offered without asking for something better.
* While experience is helpful, anyone can negotiate better rates for rooms, meeting space, equipment, etc. You just have to ask and keep asking.

Hotel Space and Rooms

* Hotels being considered should be convenient, clean, and well maintained.
* Restaurants should be on site or within walking distance. Hotel-furnished breakfasts are a plus if no restaurant is on site.
* Seek the government rate or better for hotel rooms when negotiating.
* Generally guarantee no greater than $99.00/night plus tax for 100 hotel nights over two nights (50 rooms per night).
* Tell hotel management that you may expect more room nights and ask for a rate lower than $99.00/night plus tax.
* Ask hotel management to comp one or more hotel rooms for guest speakers. Additional hotel rooms could be “comp’d” based on additional room reservations.
* If a “resort fee” is being charged for each hotel room, ask that it be waived or negotiated down, especially if our members will not be using the features the resort fee covers.

Convention Site Food and Beverage Costs

* You will need to negotiate both a per-person rate for food and beverages and an overall total guaranteed amount for everything, which should cover both the reception and the banquet. Break time items (coffee, etc.) if offered should be included in the per-person rate and total guaranteed amount.
* The target is no more than $6,000-$8,000 maximum for all food and beverage costs with a 150-person guarantee.
* Blue Cross Blue Shield generally pays about $1400 per year towards our reception costs, but that has no effect on the negotiations for food and beverages. It only cuts the Federation portion of the total food/beverage expense.
* Following are the negotiated costs for recent conventions:

Site Reception Banquet Total Guarantee++

2013 Havelock $ $ $8,400.00

2014 Rocky Mount $16.95 $18.95 $6,585.00

2015 Hickory $14.50 $17.95 $4,868.00

++Plus tax and service charges

Convention Space and Equipment Requirements

The general meeting space should be attractive, comfortable, and well lit. Space on site for committee meetings and area caucuses is preferred but nearby hotels can be an alternative if in easy walking distance.

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***Exhibit 5***

**Convention Space/Equipment Requirements**

**Day One - Tuesday, May \_\_\_**

**7:30 A.M. – Noon** **-** Conference Room with table and chairs for 20 people, projection screen and projector table

**7:30 A.M. – 5:00 P.M.** **-** Space outside Meeting Room for:

* 1 - Registration tables and chairs

2 - Credentials tables and chairs

* 2 - Federation candidates’ tables
* 2 - Regional/National candidates’ tables (in national convention years)
* 9 - Sponsors tables and chairs (can be adjusted as needed)
* 1 - NARFE-PAC table and chairs
* 2 - Alzheimer’s table and chairs

**1:00 P.M. – 2:30 P.M.** **-** Rooms for six committee meetings of about 8 persons each. Meetings will be repeated with different committees. (Can use Main Meeting Room for some meetings)

**5:00 P.M. – 7:00 P.M. -** Main Meeting Room for 150-225 people (exact number of people to be determined by registrations) with:

* Raised head table with center podium and microphone
* Four chairs on each side of podium
* Separate table with six chairs for six Area Vice Presidents on floor in front of raised head table
* Two large screens, one on each side of head table
* Two or more microphones on floor
* Table and chair for AV equipment

**7:00 P.M. – 9:00 P.M. -** Reception Room for 150-225+ to sit down and eat. (Exact number of people to be determined by registrations.)

**Day Two - Wednesday, May \_\_\_**

**7:30 A.M. – 6:00 P.M. -** Main Meeting Room for 150-225 people (exact number of people to be determined by registrations) with:

* Raised head table with center podium and microphone
* Four chairs on each side of podium
* Separate table for six Area Vice Presidents on floor in front of raised head table with six chairs
* Two large screens, one on each side of head table
* Two or more microphones on floor
* Table and chair for AV equipment

**7:30 A.M. – 5:00** **P.M.** - Space outside Meeting Room for:

* 1 - Registration tables and chairs
* 2 - Credentials tables and chairs
* 2 - Federation candidates’ tables
* 2 - Regional/National candidates’ tables (in national convention years)

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* 9 - Sponsors tables and chairs (can be adjusted as needed)
* 1 - NARFE-PAC table and chairs
* 2 - Alzheimer’s table and chairs

**11:15 A.M. – Noon** - Rooms for six area caucuses of 25-30 people each. Meetings will be repeated with different committees. (Can use Main Meeting Room for some caucuses)

**3:30 P.M. – 5:15 P.M.** - Rooms for four training workshops of 25-30 people each. (Can use Main Meeting Room for some training workshops)

**6:45 P.M. – 9:00 P.M.** - Banquet Room for 150-225+ to sit down and eat. (Exact number of people to be determined by registrations.)

**Day Three - Thursday, May \_\_**

**7:30 A.M. – Noon** - Main Meeting Room for 150-225 people. (Exact number of people to be determined by registrations) with:

* Raised head table with center podium and microphone
* Four chairs on each side of podium
* Separate table for six Area Vice Presidents on floor in front of raised head table with six chairs
* Two large screens, one on each side of head table
* Two or more microphones on floor
* Table and chair for AV equipment

**7:30 A.M. - Noon** - Space outside Meeting Room for:

* 1 - Registration tables and chairs
* 2 - Credentials tables and chairs
* 2 - Federation candidates’ tables
* 2 - Regional/National candidates tables (in national convention years)
* 9 - Sponsors tables and chairs (can be adjusted as needed)
* 1 - NARFE-PAC table and chairs
* 2 - Alzheimer’s table and chairs

**Noon – 1:00 P.M.** - Conference Room with table and chairs for 20 people around table and 10 people around room

20

***Exhibit 6***

**Convention Work Timeline**

**2 Years to 14 Months before Convention**

Select Host Committee chair(s)

Select convention site and date and receive information letter from site

Prepare a realistic budget

Set tentative theme

Set registration fees

Determine a preliminary list of potential participants

Distribute proposals to Federation Executive Board

**9 Months …**

Begin contacting keynote speakers

Select convention program/sessions

Set convention schedule

Send confirmations to all speakers

**6 Months …**

Send announcement letter to Region X President, all Area Vice Presidents, and all Chapters

Begin preparing registration procedures

Begin distributing confirmation letters to registrants

Send publicity to the media

Arrange for entertainment at meals

**3 Months …**

Select menus

Determine table decorations if appropriate

Secure AV needs from speakers

Send AV needs to hotel

Secure introducers for speakers

Begin preparing the printed program, booster and memorial booklets

**2 Months …**

Order flowers for the head table if budget allows

Determine head table seating

Send preliminary meal guarantee to caterer

Prepare or update convention evaluation forms

Send reminders to speakers of date, time, and room assignments

**3 Weeks …**

Assemble packets for convention

**1 Week …**

Confirm AV equipment

Confirm committee room set-ups

**3 Days …**

Give final guaranteed count to caterer

**Convention**

Keep a file for all bills that are signed during the convention

Relax and enjoy it. You’ve done everything you could do to make it successful

**After the Convention**

Send letters of appreciation to speakers and to those who performed special services

Assess evaluation forms and give to the NARFE newspaper and next year’s convention committee

Review all bills and pay ASAP

***Exhibit 7***

21

**SAMPLE LETTER TO INVITE A POLITICIAN/KEY NOTE SPEAKER, ETC.**

**NORTH CAROLINA FEDERATION OF CHAPTERS**

**FIFTY- \_\_\_ ANNUAL CONVENTION**

**(Date) – (Location)**

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

Name

Address Date

Dear Senator/Congressman/Keynote Speaker

Please accept our invitation to address our annual convention to be held (date), (time) and (place). Leaders from our chapters, including our host chapter and my fellow state Federation Officers, will be in attendance. We are all eager to hear you speak to the convention delegates and take a few of their questions.

Our convention gathers the advice of members from across the state, and then debates and votes on legislative resolutions that are in turn forwarded to NARFE’s biennial national convention later this year in (location). You may find more information about our organization at our National website www.narfe.com or North Carolina’s at http:/ncnarfe.info/.

NARFE members in North Carolina represent the interests of about \_\_\_\_\_\_ Federal retirees and employees in our state. Coverage of your appearance and remarks will be publicized to all our members.

Please let us know as soon as feasible if you might be able to attend our convention this year. We will do our best to accommodate your busy schedule.

Sincerely,

NC Federation President

(Phone)

(Email :)

***Exhibit 8***

22

**Lyle V. Storch Memorial Award**

This annual award in memory of Lyle V. Storch, a past Federation President, will be presented during the Federation Convention. Service to NARFE and the member’s local community will be considered in the selection process. Nominations should be forwarded **no later than March 31, 20\_\_** to the Federation Executive Vice President. The Federation President will appoint a committee of 2-3 people to select from nominations submitted. Please complete the following form along with your nomination and continue on plain bond paper, if necessary.

Nominee’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offices Held in N.C. NARFE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Outstanding Contributions to NARFE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Outstanding Contributions to Local Community\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Lyle V. Storch, who lived in Durham, NC, was an ardent member of the National Active and Retired Federal Employees (NARFE) and worked tirelessly at all, levels of government: city, county and state, for those issues he felt strongly about. Yet, only a few knew of his efforts outside of his family, friends, and associates. He worked effectively behind the scene and on the stage. The few examples noted below outline how he made a difference in his community, area, state, and other organizations he served along with NARFE.

The City of Durham was fortunate to have him as a citizen, as well as serving its citizens. He was a member of the Council for Senior Citizens, taught defensive driving for AARP, and worked to establish a Center for Seniors in Durham. He served on many boards and committees in and around the Research Triangle Area and North Carolina, including the Triangle J. Council of Governments’ Aging Advisory Committee and the state Attorney General’s Senior Fraud Task Force.

As a young man, he served his nation through military service, first serving in the Army during the Berlin Air Lift and then transferring to the Air Force. His military experience led to a civilian career with the Federal Aviation Administration.

His passion for fairness and openness in government put him at the center of the Bailey Settlement action. He worked tirelessly lobbying the state legislature and generation grassroots support for tax equality. Eventually, the court directed settlement returned illegally collected state income taxes on the annuities of many retired federal employees in North Carolina.

His service to NARFE included serving as Durham’s Chapter President, NC Federation of NARFE chapters Executive Vice President and President.

More than anything else, Lyle Storch’s consistent work on behalf of state, local, and organizational issues and concerns confirmed his commitment and also reinforced his “can do and will do” attitude that is so necessary to getting things done.

While no formal criteria exist for selecting a candidate from the nominees for this award, the nomination form uses the example set by Lyle V. Storch as a guide in the selection process: “Service to NARFE and the member’s local community will be considered in the selection process”.

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***Exhibit 9***

**The Charles R. Patton “Good Egg” Award**

The award is in memory and recognition of the many contributions by Charles R. Patton to the people of North Carolina and the Federation. The *Charles R. Patton “Good Egg” Award* will be given annually at the Federation Convention to recognize the exemplary contributions of a Federation member to NARFE. Nominations should be forwarded **no later than March 31, 20\_\_** to the Federation Executive Vice President. The Federation President will appoint a committee of 2-3 people to select from nominations submitted. Please complete the following form along with your nomination and continue on plain bond paper, if necessary.

**Judging criteria:**

* Contribution impact and significance to NARFE, whether at the Chapter, Area, or Federation level;
* Planning and/or strategy efforts involved in the project(s) or program(s);
* Execution description or program/project delivery and the extent of others’ involvement;
* Publicity or public relations description generated by the program or project; and,
* Positive recognition and/or expressed appreciation of the program or project by others.

Nominee’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outstanding Contributions to NARFE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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** *Exhibit 10***

**Potential Advertisers for Products and Services**

The following is a partial listing of categories of products and services to seek advertisements for the Convention Booster Booklet. Please note that these ads will be displayed by region throughout North Carolina, as selected by the advertiser on the ad contract.

# Art Galleries

# Banks

**Beauty products and Services**

**Book Stores**

**Car Dealers**

**Computer Products and Services**

**Credit Unions**

**Dental Services**

**Financial Advisors/Brokers**

**Funeral Homes**

**Health Care and Services**

**(to include alternative assistance technologies)**

**Health Fitness Products and Services**

**Insurance Companies**

**Legal Services**

**Medical Services**

**Miscellaneous Products and Services**

**Nursing Homes/Home Care Agencies**

**Real Estate Companies**

**Restaurants**

**Retirement Communities**

#### Travel Agencies

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***Exhibit 11***

**SAMPLE LETTER TO POTENTIAL ADVERTISERS**

NORTH CAROLINA FEDERATION of CHAPTERS

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

FIFTY-EIGHTH ANNUALCONVENTION

Hosted by Area IV Chapters

May 6-8, 2014

Gateway Convention Centre, Rocky Mount, NC

*“Respecting the Past – Creating the Future”*

(Today’s date)

Carl Turnage

Wilbanks Smith and Thomas Asset Mgmt

2415 Old Greensboro Rd

Chapel Hill, NC 27516

To Our Friends and Supporters:

The chapters in Area IV of the North Carolina Federation of Chapters of the National Active and Retired Federal Employees Association will host our Fifty-Eighth Annual Convention at the Gateway Centre Convention Center in Rocky Mount, May 6 through May 8, 2014. Attendees will come from your city and across the state. We anticipate more than 180 delegates, members, and guests to be present.

The agenda will include distinguished speakers from Washington and other locations addressing topics important not only to our members but to most other public employees and retirees. We anticipate a lively convention that we believe will lead to broader discussions with the public at large on those topics.

We hope you will provide support for this year’s convention as you have in the past. An opening-night reception supported by Blue Cross/Blue Shield of North Carolina will provide an excellent opportunity for you to mingle with our attendees. We also offer exhibit booth space at the convention, as well as advertising space in our publications and on our website. The exhibit booths provide an excellent way to showcase your company throughout the convention. The convention banquet the second night also offers an opportunity for supporters to mingle with our attendees in a more formal setting. The banquet features dining, music, and introductions of special guests and supporters. We would encourage you to consider supporting the banquet.

Enclosed you will find information on the program, advertising order forms, and a registration form for your use. You may also contact me or visit our website www.ncnarfe.info for additional information and assistance. Please send your artwork, booth requests, and fees to 2014 Convention Treasurer NARFE/NC Federation Convention, Treasurer Gracie Couch, 729 Carriage Trail, Rocky Mount, NC 27804 Phone: (252) 937-4648 **OR** Email: gracie-w-couch@live.com. To guarantee your participation at this convention we will need your artwork and funding no later than March 1st.

Thank you for supporting public service employees from your community and state, many of whom may be among your customers. We look forward to working with you and your company. The enclosed Booster Book is provided as a small gift for your past participation.

Sincerely,

Robert Allen

Host Committee Chair

2014 NC NARFE Federation Convention

Area IV Vice President

549 Old City Lake Rd Roxboro, NC 27574-7191

Phone: 336-322-0259

retiredrobertallen@gmail.com

Enclosures

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**North Carolina Federation of Chapters**

**National Active and Retired Federal Employees Association**

FIFTY-NINTH ANNUAL CONVENTION

Hosted by Area II Chapters

Crowne Plaza Hotel

1385 Lenoir-Rhyne Blvd SE, Hickory, NC

May 5-7, 2015

***“NC NARFE – A SOLID FOUNDATION IN A CHANGING WORLD”***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Exhibit 12***



**PLATINUM SELECT SPONSORSHIP FORM**

**This year for the first time we are offering a PLATINUM SELECT SPONSORSHIP option!**

**This package is an exclusive offering.**

**SPONSORSHIP PACKAGE INCLUDES:**

 \_**Exclusive Naming Rights for the Convention Reception**

 \_**Prominent Full Page Advertisement in the Program Book**

 \_**Prominent Full Page Advertisement in the Booster Book**

 \_**Sponsor Thank-You Banner at Convention**

 \_**Opportunity to Place a Bag of Materials on Every Seat at the Convention**

 \_**Choice of Location for Unrestricted Number of Convention Display Tables**

 \_**Opportunity to Place Articles in NC Federation Newsletter**

 \_**Prominent Advertisement and Acknowledgment of Support on NC Federation Website--NCNARFE.INFO**

**All for just $5,000.00!**

**(Please type or print clearly)**

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit this order form, a copy of your camera-ready ad, and your check payable to NARFE/NC Federation Convention by March 1, 2015 to:**

**Gracie W Couch**

**2015 Convention Treasurer**

**729 Carriage Trail**

**Rocky Mount, NC 27804-8095**

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***Exhibit 13***

**North Carolina Federation of Chapters**

**National Active and Retired Federal Employees Association**

FIFTY-NINTH ANNUAL CONVENTION

Hosted by Area II Chapters

Crowne Plaza Hotel

1385 Lenoir-Rhyne Blvd SE, Hickory, NC

May 5-7, 2015

***“NC NARFE – A SOLID FOUNDATION IN A CHANGING WORLD”***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOSTER BOOK ORDER FORM**

**FOR CHAPTERS OR INDIVIDUALS**

**Please select one size advertisement:**

\_\_\_\_\_\_\_\_Full Page: 4 ½” x 7 ¾” $100.00

\_\_\_\_\_\_\_\_Half Page: 4 ½” x 3 ½” $50.00

\_\_\_\_\_\_\_\_Quarter Page: 4 ½” x 1 7/8” $25.00

\_\_\_\_\_\_\_\_Your Design: 3 ½” x 2” $25.00

\_\_\_\_\_\_\_\_Your Business Card: 3 ½” x 2” $25.00

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE TYPE OR PRINT CLEARLY**

Name of Chapter or individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit this order form, a copy of your camera-ready ad, and your check payable to NARFE/NC Federation Convention by March 1, 2015 to:**

**Gracie W Couch**

**2015 Convention Treasurer**

**729 Carriage Trail**

**Rocky Mount, NC 27804-8095**

Phone 252-937-4648 - e-mail gracie-w-couch@live.com

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#### *Exhibit 14*

#### New NARFE Seal - ColorNational Active and Retired Federal Employees Association

North Carolina Federation of Chapters

20\_\_ CONVENTION COMMITTEE

RECEIPT TO VENDORS/DONORS

(Please type or print clearly)

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select one ad size and cost:**

**AD SIZE AND COST:**

 Full Page, 4 1/2"x 7 3/4"............ $100

**** Half Page, 4 l/2"x 3 ½”…..…… $ 50

 Quarter Page, 4 l/2"x I 7/8"

(Horizontal) .………………… $ 25

 Your Design, 3 ½” X 2” ……... $ 25

 Your Business Card Ad,

3 ½” X 2”...........……………... $ 25

 NC NARFE Website Ad …….. $100

 Display Table at Hotel ………. $150

 Discount Package …………... $300

 My camera ready copy is attached.

 PRODUCTS (specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 SERVICES (specify)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select the appropriate category:** Make check payable to: **20\_\_ NARFE/NC Federation Convention**

Mail to:

**(Name) 20\_\_ NARFE/NC Convention Treasurer, (Address)**

Member’s/Vendor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member’s/Vendor’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

**ALL DONATED ITEMS/GIFTS WILL BE ACKNOWLEDGED IN WRITING BY THE HOST CHAPTER. THANK YOU!**

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ABBREVIATED “TICKLER” LIST SAMPLE

***Exhibit 15***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | (today’s date) |  | **NC NARFE CONVENTION FEDERATION INPUT** | | | | | | | | |
|  |  |  |  |  |  | **Dec’d** |  |  |  |  |  |  |
| **Chapter** | **Area** | **Chapter** | **President/Area VP** | **Email** | **Telephone** | **List** | **Banner** | **Ads** | **Prizes** | **Due Date** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 105 | 2 | Charlotte |  |  |  |  |  |  |  |  |  |  |
| 156 | 1 | Charles R. Patton |  |  |  |  |  |  |  |  |  |  |
| 192 | 4 | Raleigh |  |  |  |  |  |  |  |  |  |  |
| 211 | 3 | Greensboro |  |  |  |  |  |  |  |  |  |  |
| 214 | 1 | Hendersonville |  |  |  |  |  |  |  |  |  |  |
| 276 | 5 | Cape Fear |  |  |  |  |  |  |  |  |  |  |
| 337 | 5 | Sencland |  |  |  |  |  |  |  |  |  |  |
| 454 | 3 | Winston-Salem |  |  |  |  |  |  |  |  |  |  |
| 566 | 4 | Durham |  |  |  |  |  |  |  |  |  |  |
| 667 | 1 | Marion |  |  |  |  |  |  |  |  |  |  |
| 668 | 3 | High Point |  |  |  |  |  |  |  |  |  |  |
| 692 | 2 | Hickory |  |  |  |  |  |  |  |  |  |  |
| 696 | 1 | Burke County |  |  |  |  |  |  |  |  |  |  |
| 720 | 2 | Salisbury |  |  |  |  |  |  |  |  |  |  |
| 781 | 4 | Rocky Mount |  |  |  |  |  |  |  |  |  |  |
| 800 | 3 | Laurel Springs |  |  |  |  |  |  |  |  |  |  |
| 804 | 6 | Washington |  |  |  |  |  |  |  |  |  |  |
| 808 | 6 | New Bern |  |  |  |  |  |  |  |  |  |  |
| 826 | 5 | Sanford |  |  |  |  |  |  |  |  |  |  |

**(Continue per chapter’s input…)**

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***Exhibit 16***

**SAMPLE CALL LETTER #1 TO CHAPTER PRESIDENTS**

NORTH CAROLINA FEDERATION of CHAPTERS

NATIONAL ACTIVE AND FEDERAL EMPLOYEES ASSOCIATION

FIFTY-EIGHTH ANNUAL CONVENTION

Hosted by Area IV Chapters

Gateway Centre*,* Rocky Mount, NC

May 6-8, 2014

*“Respecting the Past – Creating the Future”*

***Exhibit 17***

**Federation President**

Samuel E. Crain

290 Azalea Drive

Maggie Valley, NC 28751-7692

Phone: (828) 926-0264

samcrainjr@aol.com

**Federation Executive Vice President**

Ronald E. Buffaloe

204 S. Ellis Street

Salisbury, NC 28144-4815

Phone: (704) 633-7599

ronbuffaloe@gmail.com

**Convention Secretary**

Carolyn London,

2715 Montgomery Street   
Durham, NC 27705-5717  
Phone: 9194894228

fclondon@frontier.com

**Convention Treasurer**

Gracie W Couch,

729 Carriage Trail, Rocky Mount, NC 27804

Phone: 252- 937-4648

Gracie-w-couch@live.com

**2014 Convention Host Committee Chair**

Robert Allen,

Area IV Vice President

549 Old City Lake Rd   
Roxboro, NC 27574-7191  
Phone: 336-322-0259

retiredrobertallen@gmail.com

**Convention Registration**

Charles Pratt,

1950 Buford Dam Rd, Cumming,

GA 30041

Phone: 678-947-3373

Charles\_pratt@live.com (underscore between Charles and pratt)

31

Dear Chapter President,

You and your chapters are cordially invited to attend the 58th Annual Convention of the North Carolina Federation of Chapters of the National Active and Retired Federal Employees Association (NARFE). It promises to be most exciting and informative, as well as a lot of fun! Your presence will make all the difference!

Please mark your calendar with the indicated due dates for the following items and information. For more details, please refer to subsequent Convention Letters.

1. **“Booster” Booklet Advertisements**: Camera-ready ads and money are due to the Convention Treasurer, Gracie W Couch, by **MARCH 1, 2014**. (Ad forms are enclosed.)

2. **Chapter “Booster” and Door Prizes**: Send funds to Treasurer Gracie W. Couch (contact information on side bar) by **MARCH 1, 2014**. For “Boosters” indicate whether you want chapter member names shown or just the numbers of boosters. If you want names shown, please attach a list showing each name.

3. **Chapter Banners**: Please bring your chapter banner and stand for display; stands unavailable from hotel.

4. **Convention Memorial Service**: Please submit the names of chapter members listed as deceased between April 1, 2013 and March 31, 2014 to the Federation Secretary, Carolyn London, (contact information on side bar)

5. **Convention Registration** **Forms**: The $60 fee (includes $25 for Registration and $30 for Banquet) must be received by the Convention Treasurer by **April 1, 2014,** to avoid a late fee (form enclosed; please distribute or ask members to use online form at www.ncnarfe.info)

6. **Hotel Reservations**: Please register directly with one of the two convention hotels in Rocky Mount (registrant choice): Double Tree by Hilton, 651 N. Winstead Ave Phone 1-(252)-937-6888 or online at www.doubletree3.hilton.com and the Comfort Inn, 200 Gateway Blvd Phone 1-(252)-937-7765 or online at www.comfortinn.com/hotel-rocky\_mount-north\_carolina-NC112. Hotels are collocated with the Convention Center. The hotel registration code for the special $77 + tax per night rate is **NARFE14**. For more details check our website.

7. **Delegates/Credentials**: Each chapter is entitled to one (1) delegate for every 25 members or fraction thereof. Alternates may be selected in equal number to the delegates. The chapter secretary may file credentials for the chapter on our website www.ncnarfe.info or by completing the paper version of the F-42 forms for each Delegate and Alternate for mailing. The secretary may also call the Federation Secretary Carolyn London.

Thank you for your participation and for supporting this special event. We look forward to seeing and meeting you at the convention. If you have questions, please contact me at 336-322-0259.

Sincerely,

Robert Allen,

2014 Host Committee Chair

**Convention Call Letter #1**

**December 8, 2013**



NORTH CAROLINA FEDERATION of CHAPTERS

NATIONAL ACTIVE AND FEDERAL EMPLOYEES ASSOCIATION

**FIFTY-NINTH ANNUAL CONVENTION**

**Hosted by Area II Chapters**

**Crowne Plaza Hotel, 1385 Lenoir-Rhyne Blvd., SE, Hickory, NC**

**May 5-7, 2015**

***“NC NARFE – A SOLID FOUNDATION IN A CHANGING WORLD”***

REGISTRATION FORM

PLEASE PRINT OR TYPE ALL INFORMATION (NOTE: ID# is your NARFE member number)

CHAPTER NUMBER \_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_

*CIRCLE ONE:* [DELEGATE] [ALTERNATE] [NC FED OFF] [NAT. OFF] [PAST PRES] [GUEST] [MEMBER]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

IF SPOUSE WILL ATTEND PLEASE COMPLETE THE FOLLOWING:

SPOUSE’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(LAST) (FIRST) (MI)

*SPOUSE:* [DELEGATE] [ALTERNATE] [NC FED OFF] [NAT. OFF] [PAST PRES] [GUEST] [MEMBER]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CONVENTION FEE OPTIONS [*SELECT FOR YOU AND SPOUSE]:*

NUMBER - FOR TYPE OF REGISTRATION OTHER INFORMATION

( ) FULL REGISTRATION $60.00 (INCL. BANQUET) ( ) NUMBER OF VEGETARIAN MEALS

( ) REGISTRATION ONLY $30.00 ( ) DISABILITY SEATING

( ) BANQUET ONLY $30.00

CHECK NO. \_\_\_\_\_\_\_\_\_ TOTAL ENCLOSED $ \_\_\_\_\_\_\_

REGISTRATION FORMS SHOULD BE SUBMITTED BY **April 1, 2015 (LATE REGISTRATION, add $5.00**)

**MAKE CHECKS PAYABLE TO:**

**NARFE/NC FEDERATION CONVENTION**

AND MAIL TO: **2015 CONVENTION TREASURER,**

Gracie W Couch, 729 Carriage Trail, Rocky Mount, NC 27804

Phone: (252) 937-4648 **OR** EMAIL: gracie-w-couch@live.com

**HOTEL INFORMATION:**

**Crowne Plaza Hotel, 1385 Lenoir-Rhyne Blvd SE, Hickory, NC Phone 1-(877)-270-1383**

**HOTEL RESERVATIONS MUST BE MADE BY APRIL 1, 2015 – LATE RESERVATIONS SUBJECT TO AVAILABILITY**

**HOTEL RESERVATION Code NARFE2015 for special room rate of $89 plus taxes**

**DIRECTIONS: FROM I-40: Take exit 125 then south on Lenoir-Rhyne Blvd.; hotel is located on the left.*Exhibit 18***

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**SAMPLE CALL LETTER #2 TO CHAPTER PRESIDENTS**



NORTH CAROLINA FEDERATION of CHAPTERS

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

FIFTY-EIGHTH ANNUAL CONVENTION

Hosted by Area IV Chapters

Gateway Centre*,* Rocky Mount, NC

May 6-8, 2014

*“Respecting the Past – Creating the Future”*

**Federation President**

Samuel E. Crain

290 Azalea Drive

Maggie Valley, NC 28751-7692

Phone: (828) 926-0264

[SAMCRAINJR@AOL.COM](mailto:SAMCRAINJR@AOL.COM)

**Federation Executive Vice President**

Ronald E. Buffaloe

204 S. Ellis Street

Salisbury, NC 28144-4815

Phone: (704) 633-7599

[ronbuffaloe@gmail.com](mailto:ronbufflaoe@gmail.com)

**Convention Secretary**

Carolyn London,

2715 Montgomery Street   
Durham, NC 27705-5717  
Phone: 9194894228

[fclondon@frontier.com](mailto:fclondon@frontier.com)

**Convention Treasurer**

Gracie W Couch,

729 Carriage Trail, Rocky Mount, NC 27804

Phone: 252- 937-4648

[gracie-w-couch@live.com](mailto:gracie-w-couch@live.com)

**2014 Convention Host Committee Chair**

Robert Allen,

Area IV Vice President

549 Old City Lake Rd   
Roxboro, NC 27574-7191  
Phone: 336-322-0259

[retiredrobertallen@gmail.com](mailto:retiredrobertallen@gmail.com)

**Convention Registration**

Charles Pratt,

1950 Buford Dam Rd, Cumming,

GA 30041

Phone: 678-947-3373

[Charles\_pratt@bellsouth.net](mailto:Charles_pratt@bellsouth.net)

***Exhibit 19***

**Federation President**

Samuel E. Crain

290 Azalea Drive

Maggie Valley, NC 28751-7692

Phone: (828) 926-0264

samcrainjr@aol.com

**Federation Executive Vice President**

Ronald E. Buffaloe

204 S. Ellis Street

Salisbury, NC 28144-4815

Phone: (704) 633-7599

ronbuffaloe@gmail.com

**Convention Secretary**

Carolyn London,

2715 Montgomery Street   
Durham, NC 27705-5717  
Phone: 9194894228

fclondon@frontier.com

**Convention Treasurer**

Gracie W Couch,

729 Carriage Trail, Rocky Mount, NC 27804

Phone: 252- 937-4648

Gracie-w-couch@live.com

**2014 Convention Host Committee Chair**

Robert Allen,

Area IV Vice President

549 Old City Lake Rd   
Roxboro, NC 27574-7191  
Phone: 336-322-0259

retiredrobertallen@gmail.com

**Convention Registration**

Charles Pratt,

1950 Buford Dam Rd, Cumming,

GA 30041

Phone: 678-947-3373

Charles\_pratt@live.com (underscore between Charles and pratt)

33

Dear Chapter President,

This letter is the second of three Convention Call Letters you will receive. This letter differs from Call Letter #1 by containing information about Federation Awards. I ask each of you to present this information to your chapters. Further, please ensure your chapter meets all the deadlines mentioned here so that convention planning remains on track.

For more details, please refer to subsequent Convention Letters.

1. **“Booster” Booklet Advertisements**: Camera-ready ads and money are due to the Convention Treasurer, Gracie W Couch (contact information on side bar), by **MARCH 1, 2014**.

2. **Chapter “Boosters” and Door Prizes**: Send funds to Treasurer Gracie W. Couch by **MARCH 1, 2014**. For “Boosters” indicate whether you want chapter member names shown or just the numbers of boosters. If you want names shown, please attach a list showing each name.

3. **Chapter Banners**: Please bring your chapter banner and stand for display; stands are unavailable at the hotels.

4. **Convention Memorial Service**: Please submit the names of chapter members listed as deceased between April 1, 2013 and March 31, 2014 to the Federation Secretary, Carolyn London, (contact information on side bar)

5. **Awards:** Each year the Federation presents two awards, The **Charles R Patton “Good Egg Award”** and the **Lyle V. Storch Award**. The Patton Award recognizes NARFE members who have made significant and sustaining contributions to the Federation, chapters, and their members. The Storch Award recognizes individuals who have supported and enhanced the role of NARFE beyond the bounds of normal Federation and chapter activities. Both forms are enclosed.

6. **Convention Registration** **Forms**: The Convention Treasurer must receive the $55 fee (includes $25 for Registration and $30 for Banquet) by **April 1, 2014** to avoid a late fee. Call Letter #1 included the form; please distribute it or ask members to use the online form at the federation website www.ncnarfe.info.

8. **Delegates/Credentials**: Each chapter is entitled to one (1) voting delegate for every 25 members or fraction thereof. Chapters may select alternates in equal number to the delegates. The chapter secretary may file credentials for the chapter on our website or by completing the paper version of the F-42 forms for each Delegate and Alternate for mailing. The secretary may also call the Federation Secretary Carolyn London.

7. **Hotel Reservations**: Please register directly with one of the two convention hotels in Rocky Mount (registrant choice): Double Tree by Hilton, 651 N. Winstead Ave Phone 1-(252)-937-6888 or online at www.doubletree3.hilton.com and the Comfort Inn, 200 Gateway Blvd Phone 1-(252)-937-7765 or online at www.comfortinn.com/hotel-rocky\_mount-north\_carolina-NC112. Hotels are collocated with the Convention Center. The hotel registration code for the special $77 + tax per night rate is **NARFE14**. For more details check our website.

Thank you for your participation and for supporting this special event. We look forward to seeing and meeting you at the convention. If you have questions, please contact me at 336-322-0259.

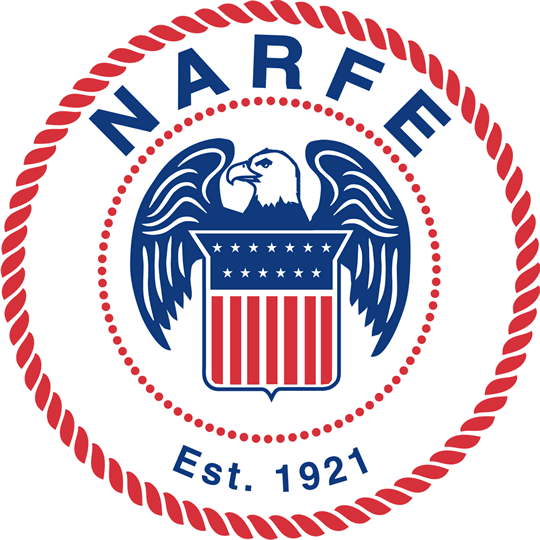
Sincerely,

Robert Allen,

2014 Host Committee Chair

**Convention Call Letter #2**

**January 22, 2014**

 **SAMPLE CALL LETTER #3 TO CHAPTER PRESIDENTS**

NORTH CAROLINA FEDERATION of CHAPTERS

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

FIFTY-EIGHTH ANNUAL CONVENTION

Hosted by Area IV Chapters

Gateway Centre*,* Rocky Mount, NC

May 6-8, 2014

*“Respecting the Past – Creating the Future”*

*Exhibit 20*

**Federation President**

Samuel E. Crain

290 Azalea Drive

Maggie Valley, NC 28751-7692

Phone: (828) 926-0264

samcrainjr@aol.com

**Federation Executive Vice President**

Ronald E. Buffaloe

204 S. Ellis Street

Salisbury, NC 28144-4815

Phone: (704) 633-7599

ronbuffaloe@gmail.com

**Convention Secretary**

Carolyn London,

2715 Montgomery Street   
Durham, NC 27705-5717  
Phone: 9194894228

fclondon@frontier.com

**Convention Treasurer**

Gracie W Couch,

729 Carriage Trail, Rocky Mount, NC 27804

Phone: 252- 937-4648

Gracie-w-couch@live.com

**2014 Convention Host Committee Chair**

Robert Allen,

Area IV Vice President

549 Old City Lake Rd   
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Phone: 336-322-0259

retiredrobertallen@gmail.com

**Convention Registration**

Charles Pratt,

1950 Buford Dam Rd, Cumming,

GA 30041

Phone: 678-947-3373

Charles\_pratt@live.com (underscore between Charles and pratt)

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Dear Chapter President,

This letter is the third of three Convention Call Letters that have been issued. This letter differs from Call Letters #1 and #2 by extending the deadlines for registration to **APRIL 1st** and for “Booster” Booklet Advertisements and Booster/Door Prizes to **MARCH 15th**. Please ensure your chapter meets all the deadlines mentioned so that convention planning remains on track.

1. **“Booster” Booklet Advertisements**: Camera-ready ads and money are due to the Convention Treasurer, Gracie W Couch (contact information on side bar), by **MARCH 15, 2014**.

2. **Chapter “Booster” and Door Prizes**: Funds are due to Treasurer Gracie W. Couch by **MARCH 15, 2014**. For “Boosters” indicate whether you want chapter names shown or just the number of boosters. If names, please attach a list showing each name.

3. **Chapter Banners**: Please bring your chapter banner and stand for display; stands are unavailable at the hotels and convention site.

4. **Convention Memorial Service**: Please submit the names of chapter members listed as deceased between April 1, 2013 and March 31, 2014 to the Federation Secretary, Carolyn London, (contact information on side bar).

5. **Awards:** Each year the Federation presents two awards, The **Charles R. Patton “Good Egg Award,”** and the **Lyle V. Storch Award**. The Patton Award recognizes NARFE members who have made significant and sustaining contributions to the Federation, chapters, and its members. The Storch Award recognizes individuals who have supported and enhanced the role of NARFE beyond the bounds of normal Federation and chapter activities. Both forms are enclosed.

6. **Convention Registration** **Forms**: The Convention Treasurer must receive the $55 fee ($25 for Registration and $30 for Banquet) and form by **APRIL 1, 2014,** to avoid a late fee. The form is enclosed; please distribute or ask members to use the online form at the federation website [www.ncnarfe.info](http://www.ncnarfe.info).

7. **Delegates/Credentials**: Each chapter is entitled to one (1) voting delegate for every 25 members or fraction thereof. Alternates may be selected in equal number to the delegates. The chapter secretary may file credentials for the chapter on our website or by completing the paper version of the F-42 forms for each Delegate and Alternate for mailing. The secretary may also call Federation Secretary Carolyn London.

8. **Hotel Reservations**: Please register directly with one of the two convention hotels in Rocky Mount (registrant choice): Double Tree by Hilton, 651 N. Winstead Ave Phone 1-(252)-937-6888 or online at www.doubletree3.hilton.com and the Comfort Inn, 200 Gateway Blvd Phone 1-(252)-937-7765 or online at www.comfortinn.com/hotel-rocky\_mount-north\_carolina-NC112. Hotels are collocated with the Convention Center. The hotel registration code for the special $77 + tax per night rate is **NARFE14**. For more details check our website.

Thank you for participating in and supporting this special event. We look forward to seeing you at the convention. If you have questions, please contact me at 336-322-0259.

Sincerely,

Robert Allen,

2014 Host Committee Chair

**Convention Call Letter #3**

**February 21, 2014**

**SAMPLE THANK YOU LETTER**

**50th ANNIVERSARY**

**National Active and Retired Federal Employees Association**

***Charles R. Patton Chapter 0156***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Asheville, North Carolina**

Ms. JoAnne Shell May 10, 2014

912 Runaway Bay

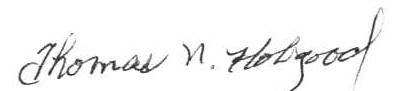
New Bern, NC 28562

Dear JoAnne,

The 50th North Carolina Federation of Chapters, National Active and Retired Federal Employees Association statewide convention was a resounding success! On behalf of the entire Federation, we want to take this opportunity to sincerely thank you for your contribution in making this convention such a success. You were kind enough to purchase ads for our booster book, researched historical NC Federation “factoids,” took care of logistics, provided the beautiful décor at the banquet, ensured that the memorial service was indeed memorable, took terrific photos, sang a beautiful National anthem, facilitated at registration or in the hospitality suite, generally helped make everything run smoothly or provided great expertise. We were thus able to take care of the many meeting-related expenses and/or enjoy the fruits of your labor.

The attendees were pleased with every aspect of the convention. We feel that they, in turn, will remember the contributions that you made to make this convention a pleasurable experience. We graciously thank you.

Sincerely,

 Theron's Signature

Thomas N. Hobgood, President Theron S. Rumsey, President

NC Federation of Chapters Charles R. Patton Chapter 156

Elaine C. Hughes, Sabine J. Dieringer,

Convention Co-Chair & Convention Co-Chair

# Secretary, NC Federation of Chapters

***Exhibit 21***

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**E V A L U A T I O N**

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**OF THE 20\_\_ NC NARFE CONVENTION**

1. Overall, did the convention meet your expectations?

Fully \_\_ Somewhat \_\_\_ No \_\_

1. Was parking adequate: Yes \_\_ No \_\_\_ Did not drive \_\_\_\_
2. What did you like best about the convention?
3. What did you like least about the convention?
4. Were the keynote speakers informative? Yes \_\_\_ No \_\_\_ N/A \_\_\_\_(Explain on reverse)
5. Was the hospitality room satisfactory if available? Yes \_\_\_ No \_\_\_ Did not use \_\_\_\_
6. Were the workshops informative? Yes \_\_\_ No \_\_\_ Did not attend \_\_\_\_
7. What workshop topics would you recommend for future conventions?
8. Was there enough time allotted for area caucuses? Yes \_\_\_ No \_\_\_
9. Were business sessions conducted according to parliamentary standards? Yes \_\_ No \_\_
10. How would you rate the reception? Great \_\_\_ Average \_\_\_\_ Poor \_\_\_\_ Did not attend \_\_\_
11. How would you rate the banquet? Great \_\_\_ Average \_\_\_\_ Poor \_\_\_\_Did not attend \_\_\_\_
12. How would you rate the entertainment? Great \_\_\_ Average \_\_\_ Poor \_\_\_ Did not see \_\_\_\_
13. How many conventions have you attended in the past 5 years? Please circle one: 0 1 2 3 4 5

Additional Specific Comments:

Your Status: DELEGATE \_\_\_\_\_\_\_ALTERNATE \_\_\_\_\_\_\_\_\_ GUEST \_\_\_\_\_\_\_\_

**PLEASE PUT THIS FORM INTO THE EVALUATION BOX IN THE DESIGNATED AREA**

**THANK YOU FOR JOINING US THIS YEAR!**

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