

North Carolina Federation of Chapters
National Active and Retired Federal
Employees Association



Convention Guide

August 2014

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 Executive 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 Executive 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

Table of Contents

Introduction	2
Table of Contents	3
Automated Convention Processes	4
Federation Responsibilities:	
Federation Convention Planning Committee.....	4
Federation President.....	4-5
Federation Executive Vice President	6
Federation Secretary	6
Federation Treasurer	6
All Committees:	6-7
Federation Standing Committees:	
Audit	7
Bylaws	7
Nominating.....	7
Resolutions.....	7-8
Federation Convention Committees:	
Ballot and Teller.....	8
Budget	8
Courtesy.....	8
Credentials.....	8-9
Legislative	9
Registration	9
Rules.....	9
Sergeant-at-Arms.....	9-10
Host Area VP and Host Committee Chair Responsibilities:	
Host Area VP.....	10
Host Committee Chair.....	10-11
Banquet.....	11
Entertainment.....	11
Door Prizes.....	11
Information and Local Tours	11
Photographer(s).....	11
Welcome/Hospitality/Reception.....	11-12
Exhibits:	
1. Federation Areas and Chapters	13
2. Convention Bylaw References.....	14-15
3. Convention Site Inspection Checklist.....	16-17
4. General Guidelines for Negotiating a Hotel/Convention Center Contract.....	18
5. Convention Space/Equipment Requirements	19-20
6. Convention Work Timeline	21
7. Invitational Sample Letter to Dignitaries	22
8. Lyle Storch Award	23
9. Charles R. Patton "Good Egg" Award	24
10. Potential Advertisers for Products and Services	25
11. Sample Letter to Potential Advertisers	26
12. Sample Advertising Order Form	27
13. Sample Advertising Receipt	28
14. Sample "Tickler" Lists	29
15. Sample Convention Call Letter I.....	30
16. Convention Registration Form	31
17. Sample Convention Call Letter II.....	32
18. Sample Convention Call Letter III.....	33
19. Sample Thank You Letter to Vendors, Dignitaries, Committee Members	34
20. Evaluation	35

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 Executive 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.)

- 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 work area **on the website** for actual documents, reports, schedules, convention booklets, including a 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 three Convention Call Letters 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

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: Program Book, Booster Book and Memorial Book. **NOTE: These booklets can be obtained from the previous convention chair.**
- 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 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
- **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 Executive 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
- Prepares and presents all recommendations to the convention assembly to be adopted or rejected

Federation Convention Committees

Ballot and Teller Committee:

- Develops voting procedures **for** any and all ballots whether by voice vote, hand count, or secret ballot. Documents, ballots, and computerized ballot counting programs are available in the website's Ballot & Teller Committee Library
- 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
- Counts written 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 and reports results to Federation President
- Ensures that sealed ballots are retained by the Ballot and Teller Chair until the end of the next convention **and then destroyed. This allows for audit by the succeeding Ballot and Teller Committee if required by the convention.**
- **Note:** The convention must remain in session until the vote is reported.

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

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 <http://ncnarfe.info/> as early as permissible

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.
- 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
- **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*)
- Nominates a Host Committee Chair by the first Board meeting after a convention
- **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
 - 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 17**)
- 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**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		

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 delegates, not to exceed the number of delegates. Alternates may serve when vacancies occur

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.

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.

Convention Site Inspection Checklist

Meeting Date(s) **and** Day(s) _____

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

Room Expenses \$ _____
Food & Beverage Expenses \$ _____
A/V & Other Equipment Expenses \$ _____
Travel Expenses \$ _____
Other Meeting Expenses \$ _____

TOTAL ESTIMATED EXPENSES \$ _____

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 in 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 the hotel that you expect more room nights and ask for a rate lower than \$99.00/night plus tax.
- Ask the hotel 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.
- This should cover both the reception and the banquet. Break 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:

<u>Site</u>	<u>Reception</u>	<u>Banquet</u>	<u>Total Guarantee++</u>
Havelock	\$	\$	\$8400.00
Rocky Mount	\$16.95	\$18.95	\$6585.00
Hickory	\$14.50	\$17.95	\$4868.00

++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.

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 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)

- 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

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



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.org 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 :)

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 _____

Outstanding Contributions to NARFE _____

Outstanding Contributions to Local Community _____

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".

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 _____



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



SAMPLE LETTER TO POTENTIAL ADVERTISERS
NORTH CAROLINA FEDERATION of CHAPTERS
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
FIFTY-EIGHTH ANNUAL CONVENTION
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



North Carolina Federation of Chapters
National Active and Retired Federal Employees Association
Fifty-____ Annual Convention
Hosted by Area __ Chapters
(Date) – (Location)

“Respecting the Past – Creating the Future”

Advertisement Order Form
(Please type or print clearly)

Name of Company: _____ Date _____

Address: _____

Company Representative: _____

Phone Number: _____ Email Address: _____

BOOSTER BOOK ADVERTISEMENT

Please select one size

_____ 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

NORTH CAROLINA NARFE WEBSITE ADVERTISEMENT

_____ \$100.00

DISPLAY TABLE AT THE (Hotel and Location)

_____ \$150.00

DISCOUNT PACKAGE

Full Page Advertisement in the Booster Book
Website Advertisement at <http://ncnarfe.info/>
Display Table at the (hotel name)

_____ \$300.00

Please submit this order form, a copy of your camera-ready ad, and your check payable to NARFE/NC Federation Convention by March 1, 20__ to: (Name), 20__ Convention Treasurer, (Address), Phone: _____ Email: _____



**National 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 1/2"x 3 1/2"..... \$ 50

Quarter Page, 4 1/2"x 1 7/8"
(Horizontal) \$ 25

Your Design, 3 1/2" X 2" \$ 25

Your Business Card Ad,
3 1/2" X 2"..... \$ 25

NC NARFE Website Ad \$100

Display Table at Hotel \$150

Discount Package \$300

My camera ready copy is attached.

**Please select
the appropriate
category: Make**

check payable to:

20 NARFE/NC

Federation

Convention

Mail to:
(Name) 20
NARFE/NC
Convention
Treasurer,
(Address)

PRODUCTS (specify)

SERVICES (specify)

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!**

ABBREVIATED "TICKLER" LIST SAMPLE

(today's date)			NC NARFE CONVENTION FEDERATION INPUT							
Chapter	Area	Chapter	President/Area VP	Email	Telephone	Dec'd 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...)

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"

Convention Call Letter #1
December 8, 2013

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. Buffalo
 204 S. Ellis Street
 Salisbury, NC 28144-4815
 Phone: (704) 633-7599
ronbuffalo@gmail.com

Convention Secretary

Carolyn London,
 2715 Montgomery Street
 Durham, NC 27705-5717
 Phone: 9194894228
fc london@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@bellsouth.net

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 \$55 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



**NORTH CAROLINA FEDERATION OF CHAPTERS
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**____ ANNUAL CONVENTION
HOSTED BY AREA ____ CHAPTERS
(LOCATION)
MAY __, 201
"Respecting the Past - Creating the Future"**

CONVENTION 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/TYPE OF REGISTRATION; OTHER INFORMATION

() FULL REGISTRATION \$55.00 (INCL. BANQUET) ____ NUMBER OF VEGETARIAN MEALS

() REGISTRATION ONLY \$25.00 ____ DISABILITY SEATING ____

() BANQUET ONLY \$30.00

CHECK No. _____ TOTAL ENCLOSED \$ _____

REGISTRATION FORMS SHOULD BE SUBMITTED BY **April 1, 201_ (LATE REGISTRATION \$5.00)**

MAKE CHECKS PAYABLE TO:

NARFE/NC FEDERATION CONVENTION

AND MAIL TO: **201_ CONVENTION TREASURER,**

(Name, Address, Phone Number and Email :)

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

Convention Call Letter #2 January 22, 2014

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

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
fc london@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@bellsouth.net



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"

Convention Call Letter #3 February 21, 2014

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
fc london@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@bellsouth.net (underscore between Charles and Pratt)

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.
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

SAMPLE THANK YOU LETTER



50th ANNIVERSARY
National Active and Retired Federal Employees Association
Charles R. Patton Chapter 0156

Asheville, North Carolina

September 12, 2014

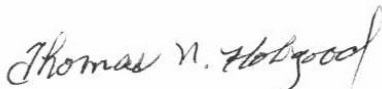
Ms. JoAnne Shell
912 Runaway Bay
New Bern, NC 28562

Dear JoAnne,

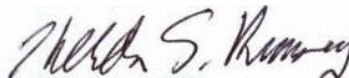
The 50th North Carolina Federation of Chapters, National Active and Retired Federal Employees Association statewide convention was a resounding success! On behalf of the entire Federation, we want to take this opportunity to sincerely thank you for your contribution in making this convention such a success. 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.

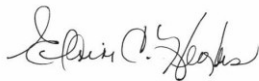
Sincerely,



Thomas N. Hobgood, President
NC Federation of Chapters



Theron S. Rumsey, President
Charles R. Patton Chapter 156



Elaine C. Hughes,
Convention Co-Chair &
Secretary, NC Federation of Chapters



Sabine J. Dieringer,
Convention Co-Chair



EVALUATION
OF THE 20__ NC NARFE CONVENTION

1. Overall, did the convention meet your expectations?
Fully ___ Somewhat ___ No ___
2. Was parking adequate: Yes ___ No ___ Did not drive _____
3. What did you like best about the convention?
4. What did you like least about the convention?
5. Were the keynote speakers informative? Yes ___ No ___ N/A _____(Explain on reverse)
6. Was the hospitality room satisfactory if available? Yes ___ No ___ Did not use _____
7. Were the workshops informative? Yes ___ No ___ Did not attend _____
8. What workshop topics would you recommend for future conventions?
9. Was there enough time allotted for area caucuses? Yes ___ No ___
10. Were business sessions conducted according to parliamentary standards? Yes ___ No ___
11. How would you rate the reception? Great ___ Average ___ Poor ___ Did not attend _____
12. How would you rate the banquet? Great ___ Average ___ Poor ___ Did not attend _____
13. How would you rate the entertainment? Great ___ Average ___ Poor ___ Did not see _____
14. 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!