

Texas Federation Policy for Matching Funds

The following is copied From TF-10 (Rev 4/2007) Section 3, page 3-4:

3-5 Procedure for Approval of Matching Funds for Recruitment, Retention and Public Relations/Membership Enhancement Advertising:

- a. Proposals for funds will be submitted to the TFC President through the District Representative for review and approval then through the Area Vice President for review and approval. The President will distribute to members of the Executive Board for approval. If approved by the Executive Board, the proposal may be submitted to NARFE National Headquarters.
- b. The proposal will give details on how the money will be spent and the expected accomplishments. The details will show how much money the local chapter(s) will furnish and how much is expected from TFC and NARFE National Headquarters.
- c. Receipts for expenditures for the total amount of funds MUST accompany the After Action Report sent to the Federation President.
- d. An audit to verify the use of these funds may be conducted at the discretion of the TFC Executive Board or NARFE National Headquarters.
- e. The project will be monitored, to assure funds are spent for items by District Representative(s), Area Vice-Presidents, and/or the Executive Board.
- f. Chapters receiving matching funds MUST file a written report, called an After Action Report, of the activity for which the funds were requested, including expenditures and copies of all receipts, with the TFC President within 30 days following the conclusion of the activity.
- g. If matching funds are received from NARFE Headquarters, all of their guidelines must be complied with by the receiving chapter including, but not limited to the following:
 1. Name and address of the Chapter/Federation Officer receiving the Matching Funds Check.
 2. No request for an amount less than \$100 will be considered.
 3. If request is for advertising, the application must specify the cost of the ads, the size of the ads, the potential general audience and the potential number of prospective members who might see and respond to the ad.
 4. All newspaper ads must be at least 1/4 page in size and must be run for a minimum of three times.
 5. If National Funds have been utilized, the Federation President will submit the After Action Reports to: NARFE Public Relations, 606 N. Washington Street, Alexandria, VA 22314
- h. Chapters should make all requests for Matching Funds to the Texas Federation President and should not contact the NARFE Public Relations Office or any other office at NARFE Headquarters unless directed to do so by the Federation President or someone whom the President has delegated that authority.

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