



NARFE

National Active and Retired Federal Employees Association



MISSOURI FEDERATION OF CHAPTERS STATE CONVENTION PLANNING

**PREPARED BY
MISSOURI FEDERATION PAST PRESIDENTS**

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(Amended 04/28/09)

FORWARD

One of the first queries I encountered after you elected me president of the Missouri Federation of NARFE Chapters was: “how does a host chapter prepare for a successful State convention”. Well I didn’t have the foggiest notion. Everyone knows when a convention they attend is special or when it isn’t going as well as expected, but few know how to weight the odds during the labor of getting ready. It is more likely that volunteers step up to assist a convention coordinator or even step forward to be the coordinator when there are current supportive guidelines on what to do, when and with whom, as well as what to avoid. So I asked John Scafe and Richard Daggett to develop a user guide from their own organizational experiences. So here is an excellent start for all who would consider hosting a future State convention.

Let me repeat that this is a start and we invite all chapter officers who receive this MONARFE NET message to download the document into their chapter files. Those who recall their own convention planning successes and nightmares and want to share them with fellow NARFE members should feel free to propose edits to the document, leaving the changes in bold, and mailing the document to monarfe@att.net and to the Federation President. After the Federation Executive Board approves the edits at their subsequent meeting, MONARFE NET will broadcast the edited document to all registered Missouri member e-mails. Chapter officers can replace their file document with the new edition at that time.

You may be aware that the Federation hosts a website, presently free with Yahoo, under www.geocities.com/Monarfe. We expect to post this and other Federation documents (i.e. also bylaws, policy manual) on this website so that it remains “a living document” for members to reference at any time from home or the library.

LINDA KURZ

Missouri Federation President 2008

Convention Planning is no easy task. And there is no sure way that will be successful for every convention. We have attempted to offer sound guidelines to help the host chapter(s) in planning a successful Missouri Federation convention.

Richard Daggett
John Scafe

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PLANNING A STATE CONVENTION

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1. Why Sponsor a State Convention?

“Let me count the ways.” Holding a State Convention is a great way to stimulate comradeship and unity within a chapter. Besides that, a convention can be very profitable. Most chapters clear several thousand dollars from a convention. Those proceeds can be used to send members to training programs, such as the College of NARFE Knowledge, or the “Annual National Legislative” training course, or to send delegates to a national convention.

On the other hand, some innocent but perilous decisions can cost the chapter a bundle. Please carefully read the section on the Fun Night and Banquet Night meals.

2. Preparation Deadlines

a) To sponsor a State convention requires some planning. State convention sites are voted on at conventions two years in advance. A chapter wanting to sponsor a convention should **make its decision about two and a half years in advance**. The chapter will then present its proposal to the Time and Place Committee at the current convention. There can be more than one chapter seeking the convention or more than one chapter planning together. The Time and Place Committee makes its recommendation and this is followed by a vote of the delegates.

b) According to the “Missouri Federation Policy Manual ” the Federation Executive Board voted on June 27,1996 that future state conventions should be **limited to two full days (except for pre-convention committee or Federal Executive Board meetings)**. All transactions should be completed by the close of the second day, thus eliminating the breakfast meeting, which, in the past has been held on the third day."

c) There is nothing in the Missouri Bylaws or Policy Manual that sets a specific date for hosting the convention. **Most conventions have been held in the mid to latter part of April**. Host Chapters should check with the Federation Executive Board and the National Field Vice President for a date convenient for all concerned.

d) The local Visitors Center, Tourism Office, or Chamber of Commerce can be quite helpful in **choosing a hotel**. Be sure to ask them to include all price range hotels that have a sufficient number of rooms. Such centers can save the chapter a lot of work, since they can survey hotels in the area to see whether they meet the requirements (handicapped accessibility to meeting rooms and hotel rooms, expected number of delegates, number of meeting rooms, and availability at a date convenient to the Missouri NARFE Federation, as well as information packages to hand to convention visitors at registration time). The center will then provide a portfolio from each of the hotels that meets the Federation’s convention needs, and the chapter can make its own visit to those hotels. Please read the section on hotels.

e) The hotel which is selected should be visited by the planning committee. The committee should walk the path from rooms to the convention meeting rooms. It is very important to have up to 15 rooms on the first floor with handicap accessibility, especially

if elevators are not conveniently near. The entire facility should be handicap accessible and elevators should be available. The path from rooms to the convention meetings should not require leaving the facility with potential exposure to rain.

f) If the convention site is in a remote area, the registration form will also indicate how members and **delegates can get breakfast and lunch** (Many hotel provide free breakfast, and some may have a food bar available for lunch).

g) The sponsoring chapter will **by December 15**, mail an invitation letter announcing the convention to all chapters, to the elected officers of the Executive Board, as well as to the Region V Field Vice President. **The letter will include a registration form.** This form will include the registration fee, the price of meals, entertainment at Fun Night, the Banquet meals and a deadline for registration (best to allow host chapter(s) about three weeks to prepare badges and keep everything in order). Chapters will copy the registration form for each member attending the convention. It would be helpful to include in the letter a map showing how to get to the convention site.

h) In January of the State convention the Federation Treasurer will **advance five hundred dollars to the sponsoring chapter**, if requested. The advance may be needed for down payments required for entertainment etc. Some chapters will start a separate bank account; other chapters may leave the convention funds in an already existing chapter account. After the convention, the sponsoring chapter returns the five hundred dollars to the federation. It is recommended that the chapter audit the convention funds within three months after the convention.

i) Also, early in the convention year, the host chapter should find some organization for **posting the colors** at the opening of the convention. A local military post or organization such as the American Legion can usually provide the people and the flag for the ceremony. The chapter may also want to find someone to **sing the National Anthem**. These arrangements should be confirmed well before the convention.

j) Early in the year of the convention, the chapter will want to begin a **program book**. It can be a profitable project. The center pages give the official program as prepared by the Federation President. The rest of the book contains advertisements from NARFE members and chapters, as well as commercial advertisements secured by energetic chapter members. Getting this printed in time for the convention can be touch and go. Whoever in the chapter takes on this task will need to prepare a deadline that can meet the advertising requirements and the needs of the Federation President (for the official program). One outstanding recent program book was prepared by a school, which teaches printing. Its costs were limited to paper and ink; no labor included.

k) There is a **large banner available naming the state convention** and convention number (as for example: the “67th” annual convention). The host chapter receives this banner at the end of each year’s convention and changes the number in time for the banner to be set up for the new convention.

l) In addition, the host chapter receives **5 copies of the convention program** and the **District Signs and name badges** with ribbons. The district signs are set up by the

convention Sergeants-At-Arms according to a seating chart provided to the host chapter. District seating assignments are selected by a drawing at the Federation Executive Board meeting three months before the convention. The sergeants-at-arms will also control admission and seating in the convention hall by examining the badges and ribbons.

m) In summary, at the end of a Federation convention, the current host chapter should pass on to the next convention host chapter: **the convention banner, 5 copies of the convention program, the District Signs and delegate name badges, 10 sergeant-at-arms vests**

n) It is customary to allow **exhibitors** to display their information at a table outside of the convention hall. The host chapter should contact the prior host for the contact information and make the contacts early in the convention year. Usually we have had Blue Cross Blue Shield of St. Louis, BC/BS of Kansas City, GEHA, and the NARFE Premier Union participate. The host chapter is not limited in whom they invite as long as they have some relationship to NARFE or interest for NARFE delegates, members and guests. For instance one might want to invite the State Attorney's Office for offering the latest information on protection from fraud and scams, or the Department of Revenue if there have been changes in license requirements, or the Highway Patrol if driving laws have been changed etc.. Some exhibitors raffle an item of value and will announce the winner or summarize a change in State requirements during the Exhibitor time slot reflected on the official agenda during the opening session (see attachment 1).

o) The host chapter is invited to report progress of the convention planning to the Federation Executive Board at its quarterly meeting, particularly during the last 2 quarters prior to the convention.

3. The Convention Hotel

a) Before signing a contract with a potential convention hotel, the sponsoring chapter would do well to find out from the prior year's coordinator **how many delegates, members and guests stayed at last year's hotel**. The contract to be made with the host hotel should be somewhere near that of the previous year's number (with some flexibility for attendees registering at the last moment). It is customary for the host chapter to have the hotel set aside rooms for VIPs that are close to the convention hall (the National Officer, Regional Field Vice President, the parliamentarian, the Federation President, Secretary, Treasurer, the 2 Vice Presidents, and any former National Officers or Federation Presidents attending the convention. Because the Federation President tends to sponsor an open house, the room set aside should be larger so that many delegates can be accommodated at the same time. If such a room is not available at the regular rate, a space for this open house should be identified by the host chapter with a couple of tables and some seating opportunities.

b) The host hotel usually does not charge for the convention hall if a certain number of guests stay in the hotel and eat at the Fun Night and Banquet dinners. Pay close attention to this paragraph. If your chapter forgets this, it could end up with a big debt! Most meals at the hotel will probably have a 20% service charge plus the state sales tax of 6.75%.

When you send out the registration forms, you will probably want to boost the hotel cost for the meals by about 27%. If you want to make any profit for your chapter, you may want to round up the total cost. For example: the hotel or catering service might suggest a meal at \$18.50, you will have to add 20% for service or \$3.70, plus a state sales tax of \$1.25. The total will be \$23.45. You might want to round that up to \$25.00.

c) It would be good to know how many **handicap rooms** are needed. Some of our members need wide doors to the bathroom for scooters to get around, or cannot handle stairways, etc. Many cannot easily hop into a car to go out for lunch. Chapter sponsors must be certain these members will receive services they need. The hotel which is selected should be visited by the planning committee. The committee should walk the path from rooms to the convention meeting rooms. It is very important to have up to 15 rooms on the first floor with handicap accessibility, especially if elevators are not conveniently near. The entire facility should be handicap accessible and elevators should be available. The path from rooms to the convention meetings should not require leaving the facility with potential exposure to rain.

d) Some convention hotels provide a number of **complimentary rooms**, based on the number of guest rooms signed up for. If this is the case, see a) above for guidance on the order for providing the available complimentary rooms, save for the convention coordinator, who should first be listed for one. Since the VIP from National Headquarters and the Field Vice President receive funds for their travel, the host chapter may wish to give one of the rooms to the Federation President. If there is a second room available, the chapter may want to give that room to the chapter's convention coordinator. In any case, it is helpful when the chapter provides a room for the convention coordinator. This person has to be ready and on call throughout the convention.

e) In the convention hall, there will usually be a **podium with a table** set up for the Federation Officers, Regional Director and other VIPs. The host chapter should make place tags available for the officers (Federation and Regional Vice President) on the podium. The president determines how the podium is set up and who sits on the podium. The hotel will set up the podium.

f) **Delegates will sit** in predetermined sections by district, as provided in the Federation Bylaws. Other members and guests will sit in a separate section of seats in the back or on the sides. **Spacing between seats should be "generous" if space permits.**

g) A good **sound system** is essential for a successful convention. There might be a microphone for each officer on the podium OR at least one for a lectern placed next to the podium table PLUS 1-2 wireless mikes, which can be handed by the sergeants-at-arms to delegates who wish to address the chair. The sponsoring chapter must verify that the hotel has good acoustics. Sound systems needed by entertainers at Fun Night or the Banquet must be worked out between the entertainer, the hotel and the sponsoring chapter.

h) The convention hotel should provide **tables for registration, credentialing**, NARFE PAC, Alzheimer's', and exhibitors without charge. Sponsoring chapters can often

negotiate for a total of ten. Beyond this, the hotel may require the exhibitors to pay for use of the tables. The hotel will usually set up the tables and provide tablecloths. If at all possible exhibitors should be set up outside of the convention hall.

i) The contract with a hotel must provide **space for committee meetings**. These can be in rooms of various sizes. Some very small committees (Audit for example) may meet in a private guest room. Meetings should not take place in the four corners of the convention hall, if at all possible. Often the noise interferes with the meetings. In addition, the hotel may need to be rearranging the hall for the evening meals. The host chapter pays for the rental of the meeting rooms.

j) Cash Bars: Normally the hotel will set up a cash bar for about an hour before the Fun Night and the Banquet. The hotel will require minimum sales at the cash bar. The host chapter will have to pay anything short of that minimum.

k) Some host chapters enjoy having a **Craft room**. In the craft room, NARFE members sell homemade items. Hotels charge for the craft room. The local chapter needs to assign someone to open and close the craft room. Most chapters charge a percentage of the sales. Whether that is enough to cover the rental of the room is questionable.

4. Convention Program Events:

a) REGISTRATION: Delegates should register as soon as possible upon arrival. The registration package should contain a name tag (with large lettering), the program book, a copy of the treasurer's report and a copy of the convention rules plus whatever the Chamber of commerce provides for the delegate/guest visitors. Delegates should then proceed to the credentials desk to verify their delegate status.

b) INVOCATION AND CLOSING: Some host chapters simply call for a moment of silence at the beginning and simply close with adjournment. Others use a chaplain, but must be sensitive to the diversity of faiths among those in attendance. Following the opening invocation, the Posting of Colors, Pledge of Allegiance and the National Anthem are announced and arranged by the host chapter.

c) OFFICIAL WELCOME: The host chapter arranges for a city mayor, chamber of commerce chair or the host chapter chair to offer an official welcome to the city of the convention.

d) NATIONAL OFFICER: The Federation President in discussion with the Regional Vice President issues the invitation to the National VIP. The invitation is submitted in response to a call or e-mail from headquarters asking for a first and second choice of a desired national officer at the beginning of the calendar year.

If a keynote speaker, other than a National Officer is invited as a keynote speaker, the Federation President makes the arrangements. The keynote speaker will be asked for a resume (vitae) which can be used by the Federation President or others to introduce the keynote speaker at the convention.

e) EXHIBITORS' COMMENTS: These are limited to those who wish to make comments. The host chapter will divide the time slot among those exhibitors who wish to make comments or use the time to raffle off an item of value.

f) MEMORIAL SERVICE: The Federation Secretary prepares and leads the memorial service. The host chapter may need to provide any of these: piano, table, tablecloth, candles, matches, and someone who can sing hymns and makes these arrangements in discussion with the Federation Secretary.

g) TABLE DECORATIONS AT FUN NIGHT AND AT THE BANQUET: The host chapter may want to have a small committee arrange decorations for the dinners. The committee will have to coordinate with hotel employees whom are setting up the tables.

h) FUN NIGHT ENTERTAINMENT: The host chapter plans and makes arrangements for the entertainment.

i) SERGEANTS-AT-ARMS: The host chapter provides the Sergeant-at-Arms from among its members. They monitor the doors to the convention hall, admitting registered delegates and guests. In addition, they escort visiting VIPs to and from the podium. They provide a wireless mike to a delegate who wishes to address the chair.

During votes, the Sergeants-at-Arms close all doors and allow no one to leave or enter until the vote is over.

The Federation has 6-10 vests for the Sergeants-at-Arms. The host chapter will need to make sure the vests are clean and pressed. At the end of the convention the vests are turned over to representatives of the next year's convention.

j) RAFFLES: Many chapters persuade local businesses to hand out commercial products that can be raffled off during the convention. The drawings for these raffles often give a welcome break from the business of the convention.

k) "GOODY BAGS": The Registration Committee customarily hands out, with the official registration documents, a paper or plastic bag loaded with little goodies from local businesses, the chamber of commerce or tourist bureau, such as: ball point pens, refrigerator magnets, note pads, local city maps, tourism info, etc.

l) TRAINING SESSIONS: These are reflected in the preliminary program, which the Federation President mails/e-mails to the host chapter and the Regional Vice President in the fall prior to the convention year and updates as adjustments and confirmations become known. The host chapter must arrange for the training rooms, which could be the same rooms as used for larger committee meetings.

5. PRESENTATION TO TIME AND PLACE COMMITTEE

Chapters interested in hosting a convention should start talking about it in their chapter meetings about 3 yrs in advance. At the Federation Convention they will at a minimum present to the Time and Place Committee a letter of intention to host the convention

including the year they wish to host the convention.

Chapters can do a preliminary survey of possible hotels with sufficient rooms for the convention. Along with the letter of intention it can provide the list of potential convention hotels with special features each hotel offers and perhaps a Chamber of Commerce (Tourism Bureau) visitors package.

6. FEDERATION PRESIDENT'S ROLE

The Federation president discusses the theme of the convention based on the location with the Regional Field Vice President sometimes in the summer. By the end of summer the Federation President provides the Convention Coordinator of the Host Chapter a copy of a **preliminary agenda**, using a prior agenda as template. The Federation Board meeting is usually scheduled for the morning of the opening session afternoon.

The Federation President and the Regional Field Vice President decide between themselves who **issues invitations to VIP's**. The Federation President sends the invitation to the National Officer in response to the Headquarters prompt during January. When the National Officer attendance has been confirmed, the convention coordinator sends the National Officer a registration form and directions. The National Officer will be exempt from paying a registration fee or for the fun night dinner or banquet, but he/she will pay for lodging through their national expense account. The National Officer is usually scheduled to provide the keynote address during the opening session.

At the FEB meeting in January prior to the convention, the Board will **select the convention committee members based on submissions from chapters**. During this meeting, the **seating of Districts is determined by a drawing** and provided to the convention coordinator of the host chapter. The FEB votes on the "ad" to place in the convention program book and instructs the treasurer to mail the ad and payment to the convention coordinator.

Three months prior to the convention (January) at the Federation Board meeting, the Board will **select the convention committee members** based on submissions from the chapters. During that Board meeting, the **seating for Districts** is also determined and provided to the convention coordinator of the Host Chapter. The Board votes on the **ad** to be placed **in the convention program** and instruct the treasurer to follow through.

The Board, three months before the convention, authorizes the Federation President to engage a **Parliamentarian** for the convention and the president follows through with a simple agreement. Usually the parliamentarian is paid a fee plus the hotel and meals for the second day (first full day) of the convention when all the committee reports are given and the Federation Officer election occurs.

The Federation President will ask the Host Chapter Convention Committee Chair to reserve a room for the Parliamentarian for the first night of the two day convention and make meal reservations for the second day through lunch.

Committee Chairs need to contact the Chapter Convention Planning Chair for any special

arrangements needed or desired for their function at the convention, in advance.

The Federation President sends an updated agenda to the Convention Coordinator prior to the December 15 mailing of the registration form to the State NARFE chapters. A final agenda is sent when all the VIP's have confirmed their attendance and the Regional Field Vice President has concurred with the **final agenda**. This has to be completed prior to the printing deadline.

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8. Postlude

These guidelines are the co-suggestions of Richard Daggett and John Scafe (with some additions by the current Federation President). Both are past Federation Presidents and each has coordinated more than one state convention. Both would be appalled if these guidelines were treated as rules. We would hope that those of you and your colleagues following these suggestions would have a great convention, a good time and a lot of fun.

ATTACHMENT I

MISSOURI FEDERATION CONVENTION 200?

WEDNESDAY, APRIL ??, 200?

1PM-5PM Registration and Credentialing

1PM-2PM Rules Committee

SLOT, which can be used to schedule something or not

6pm President's Hospitality suite opens

THURSDAY, APRIL ??, 200?

8:00AM- NOON: FEDERATION EXECUTIVE BOARD MEETING

SLOT for planning sightseeing tour or other interesting social event

1:00PM Call Convention to order, Post Colors, Pledge Allegiance, National Anthem, Invocation by host chapter

1:15PM Official Welcome by - MAYOR OR?

1:30PM Federation President accepts gavel

Preliminary Credentials Report

Rules Committee Report

Minutes of prior Year's Convention

Federation Treasurer's Report

2:00PM National Officer's keynote address

2:15PM Federation President's Report

2:30PM Exhibitor's comments

2:45PM Memorial Service- Federation Secretary

3:00PM Committee meetings (Credentials, Nominating, Time & Place, Election & Teller, Legislative, Membership, National Bylaws, Federation Bylaws, Resolutions, Auditing, Budget)

4:00PM District Caucuses and District Officer Election

6:00PM Cash Bar, "Fun Night" Dinner & Entertainment by Host Chapter

FRIDAY, APRIL ??, 200?

8:00AM- NOON Registration and Credentialing

8:30AM Call to Order

Intermediate Credentials Report

8:40AM Region V Field Vice President's Report

8:55AM Recognize Past National Officers and Federation Presidents

9:00AM Committee Reports (Time& Place, Election & Teller, Legislative, Alzheimer's, NARFE- Pac, Membership, National Bylaws, Federation Bylaws, Resolutions, Auditing, Budget)

11:30AM Lunch

12:45PM Recall Meeting to Order
Final Credentials Report

1:00PM Presentations/Awards

1:30PM Nominating Committee Report
Election of Federation Officers

2:00PM Unfinished and New Business
Adjourn Business Session

3:00PM TRAINING SEMINARS

LEGISLATION- or topic of special interest

4:00PM MEMBERSHIP- Federation Membership Chair/chapter chairs and other interested delegates/attendees

ALZHEIMERS- Federation Alzheimer's' Chair/ chapter chairs

SECRETARIES/TREASURERS- Federation Secretary and Treasurer/chapter secretaries and treasurers

SERVICE OFFICERS- Federation Service Officer/ chapter Service Officers and other interested parties

DISTRICT OFFICERS- Federation President/ 1stVice President
And newly elected or continuing District Officers

4:00PM Pre- Retirement Seminar- for local agency employees or for potential members invited by host chapter by NARFE Regional Pre-Retirement Coordinator or others.

6:00PM Cash Bar, Banquet, Installation of Officers, Awards, Benediction

ATTACHMENT II

Sample letter to host chapter members provided by the Hannibal Chapter

Dear Chapter Member:

Once again the Hannibal Chapter # 683 has accepted the responsibility of preparing for the State Convention this year in April at the Hannibal Inn. This is a huge task for our chapter to undertake. Some of our good members have volunteered to serve on committees for which we are extremely grateful, but we need many more members to come forward to offer their help. Some of the committee chairpersons have been selected, but we now need more members to come forward to serve on these various committees. The last State Convention held in Hannibal was in 2000. It was a huge success mainly because of the response and cooperation of all the great members of our chapter. We firmly believe that this chapter can and will do it again.

If our **Convention 2005** is to be successful, we must put forth a combined effort with every member of the Hannibal chapter contributing what he or she can do to help. It takes a great deal of money and a lot of hard work to put on a convention. Some have already volunteered to work. We appreciate these active and dedicated members very much, and thank them kindly for their generous effort. We are now calling on **all our membership** to come forth to help us in some way or in any way that you can. If you can give some of your time to serve on a committee, we need your help. If for some reason you cannot work or you are unable to work, we ask that you **please** consider making a cash donation to our Treasurer, in order to help us finance the upcoming convention. Whichever way you choose to help, we want you to know your help will be deeply appreciated.

If you choose to work on a committee, let me know by phone or letter. My name, address and phone number are: If you choose to send money, please make checks payable to: and send to:.....has done an outstanding job with the financial records of our chapter. She was just re-elected as Treasurer, so we all feel confident that she will handle the convention funds in the same excellent manner.

As we observed at the 2000 convention we have a lot of generous and talented people within our membership. We have a lot of quality. Let us show the Federal Retirees in the rest of Missouri that our chapter can and will do what it takes to make them comfortable, satisfied and happy during their visit to Hannibal. With your help we will succeed. It all depends on the cooperation we get from you. The dates are April..... Please mark those dates on your calendar and plan to attend.

(signed)Co Chair

Co Chair

NOTE: Donations are not a requirement. There may be Host chapter members who are unable to physically assist in the planning and management of the convention. They may want to contribute a donation

ATTACHMENT III

Sample of host chapter convention committees provided by the Hannibal Chapter

ADVERTISING COMMITTEE:

REGISTRATION COMMITTEE:

CORRESPONDENCE COMMITTEE:

ENTERTAINMENT COMMITTEE:

RAFFLE COMMITTEE:

SGT-AT-ARMS COMMITTEE:

DECORATING COMMITTEE:

HOSPITALITY COMMITTEE:

CRAFT ROOM COMMITTEE:

The list includes names and phone numbers of the chair and members of each committee.

ATTACHMENT IV__

CONVENTION CHECK LIST

Sample Convention checklist provided by the Hannibal chapter

Executive board meeting:

U-shaped table, 21 chairs plus
Some for guests –flag needed
Registrations to date _____
Fun Night participants _____
Banquet participants _____
Delegates _____
ADD: National VIP for 2 evening meals
ADD: designated guests to head table
Other:

Craft Shop

Room to be locked
Tables and display equipment available

Head table-opening ceremony

Federation President
Federation Secretary
Federation Treasurer
National Officer
Host Chapter President
Chaplain (escort to podium)
Mayor (escort to podium)
Convention coordinator
1st Vice President
2nd Vice President

Fun Night Reserved Tables

4 tables reserved for Executive
Board & District Officers

Banquet Night Head table

Federation President and spouse
Immediate Past President & spouse
National Officer
Regional Vice President & spouse
Convention Coordinator & spouse

Convention Hall Layout

Bases for flags
Head table with microphone(s)
Lectern for speaker with microphone
2 microphones in center isle
Piano & small table for Memorial Service

Things to take to the hotel

Convention Banner
Table Banner
Table decorations
Place settings

Sergeant-at-Arms

Set up District signs
Arrange honor guard
Control microphones in meeting
Control access to convention hall
Escort VIPs list: _____
Check badges at door for each meal
and do a headcount of people eating

Sergeant-at-Arms -Closing Up

Take down District signs
Take down banners
Collect badges with Ribbons and
turn these 3 items over to host for
the next convention

convention coordinator to do list

Contact President of next host chapter
Call Sales at hotel about complimentary
handicapped rooms

Ask each chair for list of members for
to be recognized
Find out how many cancellations
Call to confirm who is Posting Colors
Call Committee chair needing
information

Follow- up

Each committee prepares report by
next chapter meeting. List problems/
suggestions for improvement

ATTACHMENT V SAMPLE LETTER FOR INVITING A POLITICIAN

MISSOURI FEDERATION OF NARFE CHAPTERS

ADDRESS

CITY, STATE, ZIP

DATE

The Honorable _____
Attn: named scheduler or State Director
Address of main office
City, State Zip

Dear Senator (Congressman)

Please accept our invitation to address our annual convention to be held (date), (time) and (place). Leaders from xx 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, debates and votes on legislative resolutions that are then in turn forwarded to NARFE's biennial national convention later this year in Louisville, KY. The Legislative Program adopted by nearly 2000 delegates at our 2006 convention in Albuquerque, NM can be found on our web site, www.narfe.org, specifically at <http://www.narfe.org/departments/leg/guest/articles.cfm?ID=1046>.

NARFE members in Missouri represent the interests of the 50,000 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 possible if you might be able to attend our convention this year. We will do all we can to accommodate your busy schedule.

Sincerely,
Federation President
Phone number
e-mail address

ATTACHMENT VI
Chapter)

SAMPLE REGISTRATION FORM (Hannibal

MISSOURI FEDERATION OF CHAPTERS

___ ANNUAL STATE CONVENTION

HOST CHAPTER: _____

APRIL _____, 200_

CONVENTION HOTEL _____

HOTEL ADDRESS AND PHONE NUMBER

REGISTRATION MUST BE RECEIVED BY MARCH _____

(REGISTRATION FEE IS \$___ PRIOR TO DATE___ AND \$___ THEREAFTER

MEMBER NAME _____

Check One DEL () ALT () DEL AT LARGE () MEMBER () VISITOR ()

SPOUSE'S NAME _____

Check One DEL () ALT () DEL AT LARGE () MEMBER () VISITOR ()

MAILING ADDRESS: _____

CHAPTER & NUMBER: _____

REGISTRATION FEE \$ _____ PER PERSON -TOTAL _____

FUN NIGHT DINNER \$ _____ PER PERSON - TOTAL _____

Choices: check one

BANQUET \$ _____ PER PERSON- TOTAL _____

Choices: check one

TOTAL AMOUNT ENCLOSED _____

MAKE CHECKS PAYABLE TO: _____

MAIL TO: _____

CANCELLATIONS CANNOT BE ACCEPTED AFTER _____

Make your hotel reservations (and if cancellation) directly with the convention hotel by calling the above number. Tell them you are a member of NARFE and will be attending the convention. Check in time is: ____. Check out time is: ____. Cancellations must be made at least 24 hrs before scheduled arrival.

ATTACHMENT VII SAMPLE PROGRAM AD ORDER FORM
Provided by the Hannibal Chapter

**NATIONAL ASSOCIATION OF ACTIVE AND RETIRED FEDERAL
EMPLOYEES - NARFE**

Host Chapter _____

____ ANNUAL CONVENTION
MISSOURI FEDERATION OF CHAPTERS

Convention hotel name, dates
PROGRAM BOOKLET – AD ORDER FORM

Many, if not most, Chapters and Federation Officers have historically placed an ad in the Annual Convention Program. The Host chapter requests your consideration for an ad in the convention program as a method of supporting our efforts to provide both a good and useful booklet as well as a memorable convention.

Date: _____

Advertiser _____

City _____ **State** _____ **Zipcode** _____

Phone (____) _____

Premium Full Page- Inside front and back cover \$_____ - Page 1 \$_____

Indicate Size ___ full page \$_____ 4 ½” x 7 3/8” (all sizes approximate)

___ half page \$_____ 4 ½” x 3 11/16” or 2 ¼” x 7 3/8”

___ quarter pg \$_____ 2 ¼” x 3 11/16” or 1 3/16” x 4 ½”

Total cost of Ad (s) \$_____

These rates include typesetting and photograph if desired. No charge for additional photographs.
CAMERA READY COPY SHOULD BE ATTACHED AND WOULD BE APPRECIATED
Call _____ for availability of premium pages.

The absolute deadline for ad copy is March 1. Payment should accompany order. Make checks payable to: _____ and mail with copy attached to:

The host chapter and the Missouri Federation sincerely appreciate your support of our activities.

Authorizing signature of the Advertiser

ATTACHMENT VIII. BOOSTER LIST FOR CONVENTION PROGRAM

200_ CONVENTION

CHAPTER
LOCATION

CONTACT PERSON _____ PHONE # _____

\$1 PER NAME; MAKE CHECKS PAYABLE TO: _____

NAME	PAID	NAME	PAID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Mail list and check to: _____

ATTACHMENT IX:

TEMPLATE FOR SEATING DISTRICT DELEGATES

Provided by the Hannibal Chapter

DELEGATE SEATING BY DISTRICT

As provided to the coordinator by the Federation President following the Executive Board meeting in January

LEFT ROW # _DIST # CENTER ROW # DIST # RIGHT ROW# _DIST #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALTERNATES

MEMBERS AND GUESTS

_____	_____
_____	_____
_____	_____

ATTACHMENT X: TEMPLATE FOR COMMITTEE APPOINTMENTS

NARFE STATE CONVENTION COMMITTEES - DATES, LOCATION

ANNUAL BUDGET	CHAPTER#	RESOLUTIONS	CHAPTER#
CHAIR _____		CHAIR _____	
_____		_____	
_____		_____	
CREDENTIALS	CHAPTER#	RULES	CHAPTER#
CHAIR _____		CHAIR _____	
_____		_____	
_____		_____	
ELECTION & TELLER	CHAPTER#	MEMBERSHIP	CHAPTER#
CHAIR _____		CHAIR _____	
_____		_____	
_____		_____	
FEDERATION BYLAWS	CHAPTER#		
CHAIR _____			

LEGISLATIVE	CHAPTER#	TIME & PLACE	CHAPTER#
CHAIR _____		CHAIR _____	
_____		_____	
_____		_____	
_____		_____	
AUDIT*	CHAPTER#	NATIONAL BYLAWS	CHAPTER#
CHAIR _____		CHAIR _____	
_____		_____	
_____		_____	
NOMINATING*	CHAPTER#		
CHAIR _____			

*APPOINTED BY THE EXECUTIVE BOARD
ALL OTHERS NOMINATED BY CHAPTER PRESIDENTS

**ATTACHMENT XI. National Protocol Guidelines for Federation Conventions
Copy of October 2007 HQ publication**

Inviting a Headquarters Representative. Federations generally invite either a National Officer (NO) or Senior Staff person to their conventions. HQ representatives enjoy these opportunities to interact with federation and chapter members, but their participation at the convention must be clarified in advance. The federation president or convention chair should consult with the assigned HQ representative as soon as possible about their role in the convention program, i.e., when they are scheduled to speak, what topics should be covered, and whether there are any other convention functions they are expected to attend. NOs in particular may be attending as many as 8 or 9 conventions and their time is usually limited. If an NO is flying into your city, it would be helpful if someone could meet their plane.

Scheduling Your Speaker. To justify the expense of bringing a National Officer or Senior Staff member to your convention, sufficient time must be allowed on the program for their speech or presentation. Thirty minutes is usually sufficient. Since National Officers are usually invited as keynote speakers, they should appear early on the program schedule and not be used as the banquet speaker. Past experience has shown that those attending banquets do not want to sit through a 30-minute speech late in the evening, especially if it follows the typical awards programs and entertainment. Banquet speakers in general should be scheduled prior to award presentations and entertainment.

Seating Protocol and Recognition of NOs and RVPs. If there is a head table for the business session, program and/or banquet, the National Officer and Regional Vice President should be invited to sit there. They should be recognized at the start of the program, since they are both members of the National Executive Board. Any past National Officers in attendance should also be recognized, as should spouses of all present and past National Officers. If the National Officer attends a federation business meeting, he/or she should be acknowledged but not expected to participate in the meeting unless pre-determined by federation officers.

Convention Fees. As the Federation's invited guest(s), HQ representatives should not be charged for registration and scheduled meals. However, banquet and registration fees will be paid for any guest(s) that accompany the representative.

Appropriate Religious Content. NARFE has several hundred thousand members of different religious and ethnic beliefs. This fact should be kept in mind when including prayers as part of opening ceremonies, meal functions, and Memorial Services. Even though the majority of members in one particular area may share the same faith, all members should be respected and non-sectarian prayers offered. When in doubt, ask for a moment of "silent prayer", as it is important that we respect the beliefs of ALL of our members.

Likewise, a convention should not be used as a forum for attacking individual politicians or political parties. Discussion should focus on issues relevant to NARFE.

Federation conventions, whether annual or biennial, are a great opportunity to communicate the NARFE name and voting strength to your U.S. Senators and Governors. Do invite your state Governor, Senators and Representative, or members of their staffs, to speak and answer NARFE questions. Scheduling conventions over weekends may increase the chance of getting Congressional speakers. Our Legislative Department will be happy to assist you with sample letters and other resources.

ATTACHMENT XII.

CREDENTIALS COMMITTEE INSTRUCTIONS

Check form F-42, Federation Convention Delegates Credentials, whether delegate or alternate. Make sure they have the correct color ribbon on their name badge.

They should be:

Delegate-----purple

Alternate-----green

Delegate-at-Large-----red/white/blue

Visitors-----blue

Host Chapter-----red

Headquarters' Visitor-----gold

If not correct, change to agree with F-42

Mark credentials report worksheet.

Staple white F-42 copy to yellow F-42 .

If no white copy, have them write and sign "No white copy" on the yellow copy and the committee member is to sign the yellow copy.

When all delegates for a chapter have checked in, put in closed folder.

Mark worksheet "closed" in "Remarks" column.

The Credentials Committee needs:

One (1) copy of Missouri Federation Convention chapter roll call of each chapter (per capita) from Treasurer

Two (2) copies of the credentials worksheets.

Three (3) each of the credentials report form (Preliminary, Interim and Final Report).