

## Distinguished Membership Nominee Form

2/11/2025 by Dorothy Creswell

The **Distinguished Membership “DM”** is a great way to recognize members with 20 or more years of membership. This procedure describes how to get a list of chapter member candidates for DM to complete and submit to NARFE. It can be used with either a chapter member list at the chapter level, or federation level member list. [Honorary membership discontinued 9/8/08.]

1. **\*\*Important\*\***: In the NARFE AMS Officer Portal, when viewing the chapter member list locate the **underlined column header “Joined”** (or “Join” if using the federation list).
2. Click on the **“Joined” column header ONCE** and that will sort the list by join date, oldest to newest.
3. “Export to Excel” and save the file to your computer hard drive.
4. Delete the CD, Type, and Expiration columns.
5. Click “save”.
6. Click the “Select All” icon at the top left corner of the spreadsheet. It looks like a triangle on its side, just above row 1, just left of column A.
7. On the Excel Data menu, click the “Filter” icon. It looks like a funnel and is located near the middle of the Excel ribbon. You now have drop-down menus for each column header (each looks like an inverted triangle).
8. Click the drop-down for the “Spec” (it’s “Yes” for DM, or “No” if not). Select only “Yes” so you see all members who are already DM. You should now see only those with Yes.
9. **Carefully** delete all those rows, making sure you don’t delete row 1 which has your column headers.
10. Click the drop-down for “Spec” and choose “select all”.
11. Click the drop-down for “Dues” and select “Honorary”. Delete all member rows for Honorary Members. **DM pay dues, but Honorary Members do not** pay dues and received their recognition when they were conferred Honorary Membership.
12. Click the drop-down for “Dues” and then the choice “select all”.
13. Delete from the list anyone with a Join date newer than the date you will award the DM package minus 20 years. For example, if you will be awarding the DM in March of 2025, delete all members who joined after 3/31/2005.
14. The remaining members are your **DM candidates**.
15. You may need to submit two nomination forms, one for those members who are local, and one for out-of-area members for whom you will request NARFE mail their DM materials directly to each individual.
16. For each NARFE “Distinguished Member Application” [Form F-128](#), complete the certification section with officer name, title, signature and date. The form has spaces for 7 nominees (name, member #, and join date). You can also attach your spreadsheet if you have more nominees.
17. If you are sending nominations for out-of-area members, be sure to specify that the packages should be mailed directly to each member.
18. Please send far enough in advance to allow for processing NARFE Member Services at Headquarters [memberrecords@narfe.org](mailto:memberrecords@narfe.org) In rare cases a member may not be eligible yet, as they are a surviving spouse where NARFE reassigned the ID and Join date.

