



ILLINOIS FEDERATION

To: Illinois Federation Board
Illinois Chapter Presidents
Illinois Chapter Secretaries
Illinois National Only Members

April 1, 2024

CALL TO CONVENTION:

This is the First Call to Convention for members and guests of the 69th Annual Convention of the Illinois Federation of NARFE. This convention will be held from September 17 through September 19, 2024, at the Thelma Keller Convention Center at The Holiday Inn, 1202 N Keller Drive, PO Box 70, Effingham, Illinois 62401. The host for the convention is the Federation Board. The convention this year will begin on September 17 at 1:00 P.M. and end on the morning of September 19, followed immediately by our business meeting.

On Monday, September 16th, the Federation board will conduct a meeting from 1:00 P.M. until 5:00 P.M. and beginning at 9 A.M. on the 17th. Vendors will set up on the 17th and be available for discussions with convention participants.

Registration for all will begin at 11 A.M. on the 17th and continue until 2:00 P.M. For those arriving on the 18th, registration will begin at 8:00 A.M. and continue until 9:00 A.M. We will be accepting baskets for the silent auction during the registration hours and bidding will close on the 18th at the afternoon break. The formal opening ceremonies will begin at 1:00 P.M. on Tuesday, September 17.

HOTEL RESERVATIONS: Deadline for booking at these rates is August 16, 2024 - Members and guests must make their own reservation at the hotel. Special rates have been made with the **Holiday Inn, 1302 Ave of Mid-America, Effingham, IL 62401**. Reservations should be made by calling 217-540-7777 x 1 and asking for the code "RFE". The discounted rate is \$125.00 plus tax for a room and \$145 plus tax for a suite. Make your reservations as early as possible so we can adjust the block of rooms if needed.

CONVENTION REGISTRATION

The **Convention Registration Fee is \$100** which includes 2 breakfasts, 3 lunches, one dinner and beverages for all breaks. All meals are buffet style. Use one registration form per person and make copies as needed. Send the check and form by September 1, 2024, to the address listed at the bottom of the form. The banquet theme on the 18th will be Hawaiian, so break out the colorful clothing. All checks are to be made out to the **Illinois Federation Convention**. Lunch buffets on the 17th and 19th are optional, so please indicate on your registration form if you plan to participate.

ANNUAL BUSINESS MEETING

The annual business meeting begins after the close of the Convention On the 19th and is open to all Illinois chapters and national only members. There is no charge for the annual business meeting. Registration is needed for anyone attending only this part of the meetings and should be done on the registration form attached to this letter. Registration for the Convention presumes you will also attend the Business Meeting.

CHAPTER PARTICIPATION: In addition to attending the convention, Chapters are requested to take part in the Ads in the Program Book, Booster Lists, and Baskets as these revenues help offset the costs of the convention.

ADS FOR THE CONVENTION PROGRAM BOOKLET

An official Convention Program Booklet will be printed and provided to each registrant. We are asking for sponsors from businesses throughout the state, NARFE chapters, and individual members. Chapters are encouraged to sponsor an ad in the Convention Program Booklet. The cost of a full-page ad is \$125 (4 ½ inches wide by 8 inches high); \$75 for a half page (4 ½ inches wide by 4 inches high); or \$40 for a quarter page (4 ½ inches wide by 2 inches high) for either a suitable ad or message. Individuals wishing to place a message in the Convention Program Booklet may do so at the prices for ads. Please have the ad or message camera ready for booklet use and email it to Linda Glasgow @ glasgowljg43@aol.com. All checks are to be made out to the **Illinois Federation Convention**. Mail your check to Linda Glasgow, 6720 Dial Drive, Huber Heights, OH 45424. (This is a temporary address but should be used for this convention period.) Early submission would be appreciated but no later than 1 September 2024.

BOOSTER LISTS

Each chapter President is asked to encourage boosters from their chapter which will be listed in the booklet. Individual NARFE Boosters will be \$2 dollars per individual name or \$3 dollars per couple. Please ask your chapter members to take part in supporting their Federation. Have booster sheets available for booster sign up at your chapter meetings. Make your check payable to the **Illinois Federation Convention**. Booster Listings, along with the check, are required by 1 September 2024 for them to go into the program booklet. The list may also be sent by email to glasgowljg43@aol.com with the check sent separately. Handwritten lists should be legible.

THEME BASKETS

All chapters are asked to provide a basket for the Silent Auction. The baskets can be of any subject or idea your chapter wishes. All proceeds stay with the Federation. We will announce the name of the chapter whose basket brings in the largest amount of money. Value is important, but if too expensive, bids may not match the cost. Generally, the baskets contain about \$50 worth of product, but two smaller ones are acceptable as well. On the outside of the basket, post a note with the following:

- a. Name of the basket
- b. A list of everything in the basket
- c. Total value of the basket, to include basket cost, if any
- d. Name and number of the chapter (for recognition purposes)

RECOGNIZING MEMBERS

As in the past, we will recognize members who have reached 30 or more years of membership (at 5-year intervals). The member's name will appear in the program booklet. For those attending the convention, a special recognition will be held at the convention. The Recording Secretary, working with National, will decide the list for recognition based on continuous membership with the organization.

CHAPTER LONGEVITY

Recognition will also be given to Chapters that were chartered at least 50 years ago (at 5-year intervals) as all chapters were recognized last year. Certificates will be provided to the Chapter President during the convention and noted in the Convention Program Booklet.

DECEASED MEMBER RECOGNITION

The names of all deceased members during 2023 will be listed in the Convention Program Booklet. This information will be used in a memorial service during the convention with information obtained from the NARFE National database. Remember, these prior members are based upon deaths from January 1, 2023, to December 31, 2023. If you have additional deaths to report, please advise Fran Prokop at franprokop@aol.com and notify National for database correction.

PRESENTATION OF FLAGS

We will continue the flag ceremony where each chapter will have the opportunity to display the chapter flag and introduce their chapter and provide information about the chapter, i.e. what's working, successes, interesting chapter information. The flags will be placed during the registration process on Tuesday. The presenter will be asked to attend the flag at the proper time. If more convenient, a microphone can be brought to the presenter where he or she is seated. Flags will be arranged in Chapter numerical order. If your chapter does not have a flag, a chapter representative can continue to the numbered space at the proper time and speak about the chapter and its activities.

REPRESENTATION AT THE CONVENTION

The Illinois Federation Officers hope all chapters will be represented at the 2024 Federation Convention. This is a time for members of all chapters to unite and learn more about NARFE as an organization and what it and the Federation can do for you and your chapter. There is ample time for fellowship with other members of NARFE and their guests and to discuss concerns they may have.

We are excited to host the 2024 Illinois Federation Convention, the 69th of these events.

Sincerely,

/S/

Linda Glasgow, Corresponding Secretary and Convention Chair
6720 Dial Drive, Huber Heights, OH 45424 (Temporary Address)
glasgowljg43@aol.com

Attached:

Registration Form, Booster List, Ad information, Schedule

Convention Schedule

September 16th:

Morning - IL Federation board travels to Effingham.

1:00 PM - Board Meeting begins

3:00 PM – Break

Assemble Bags/Convention Preparation

September 17th:

9:00 AM - Room Available for Vendors

9:00 AM - Board meeting continues

11:00 AM – 1 PM Registration & Basket acceptance

11:00 AM to 12:30 PM - Taco /Quesadilla Buffet lunch for Board and Arriving attendees
(indicate on registration sheet if attending)

1:00 PM to 5:00 PM – Convention

6:30 – Dinner on own

September 18th:

7:30 AM to 8:30 AM – Breakfast - Camp David Buffet

8:00 AM to 9:00 AM – Registration

9:00 AM to 5:00 PM – Meeting

12:30 PM – Lunch – Lady Bird Buffet

6:30 PM – Evening meal/banquet - Special Buffet Menu: Hawaiian

September 19th:

7:30 AM to 8:30 AM – Breakfast – Potomac Buffet

8:30 AM to 12:00 PM - Meeting

12:00 PM to 1:00 PM - Lunch before home — Salad and sandwich buffet **(Indicate on registration sheet if staying for lunch)**

Breaks will be drinks only

2024 Illinois NARFE FEDERATION CONVENTION

REGISTRATION – FEE \$100.00 PER PERSON

September 17 to 19, 2024

CHAPTER # _____ CHAPTER NAME _____ POSITION, IF ANY _____

NAME (PLEASE PRINT) _____

PHONE # () _____ E-MAIL _____

EMERGENCY CONTACT:

NAME _____ RELATIONSHIP _____ PHONE # _____
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Please make Convention and Hotel reservations ASAP but no later than AUGUST 16, 2024

Holiday Inn, 1301 Ave of Mid-America, Effingham, IL: Reservations should be made by calling 217-540-7777 x 1 and asking for code "RFE". The discounted rates are \$125.00 plus tax for a room or 145.00 plus tax for a suite. Deadline for this rate is 16 August 2024, so book early.

MEALS: Buffets planned. CHECK IF ATTENDING _____ Lunch on 17th; _____ Lunch on 19th.
Convention begins at 1 PM on the 17th; Convention/Business Meeting ends at 12PM on 19th. All attendees will be signed up for other buffets provided. See attached schedule.

PLEASE SUBMIT A SEPARATE FORM FOR EACH PERSON. MAKE CHECK PAYABLE TO ILLINOIS FEDERATION CONVENTION. Mail registration form and check to Linda Glasgow, 6720 Dial Drive, Huber Heights, OH 45424 (Temporary Address). Any questions, please call at 618-973-4594 or email to glasgowljg43@aol.com.
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REGISTRATION FOR THE BUSINESS MEETING

Complete this section if attending business meeting only

SEPTEMBER 19, 2024

CATEGORY OF REGISTRATION: () MEMBER () GUEST () NATIONAL

NAME AND HOME ADDRESS: PLEASE PRINT

LAST _____ FIRST _____ MIDDLE INITIAL _____

PHONE # () _____ E-MAIL _____

Mail form to Linda Glasgow (address above) or email to glasgowljg43@aol.com

Booster List 2024 FEDERATION CONVENTION

CHAPTER NAME AND # _____

The booster list denotes persons wishing to make the Federation Convention a success by supporting through the booster list process. The names of members participants will be available in the Official Program Book.

\$2.00 PER SINGLE NAME OR \$3.00 PER COUPLE

THANK YOU FOR SUPPORTING YOUR NARFE FEDERATION!!!

1	16
2	17
3	18
4	19
5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15	30

Please pass this list to your members at chapter meetings. Mail form along with check made out to Illinois Federation Convention by September 1, 2022, to: Linda Glasgow, 6720 Dial Drive, Huber Heights, OH 45424 (Temporary Address).

Illinois Federation Convention

September 17-19, 2024

Ads may be placed by individuals or Chapters. Ads should be sent in camera ready format and include the following:

Chapter or Individual Name:

Contact name: _____

Address:

Email:

Phone:

Ad sizes available with prices:

1/4 page = \$40 (4 1/2" x 2") 1/2 page = \$75 (4 1/2" x 4")

Full page = \$125 (4 1/2" x 8")

PAID BY: CASH _____ CHECK # _____

Send ad by email to Linda Glasgow at glasgowljg43@aol.com. In the rare occasion that you want to place an ad, but do not have access to a computer, mail the content you want in the ad, and we will convert to camera ready.

Make check payable to Illinois Federation Convention and mail payment to Linda Glasgow, 6720 Dial Drive, Huber Heights, OH 45424 (Temporary Address).