



## Raising NARFE-PAC Funds

*NARFE-PAC leaders help raise NARFE-PAC funds in order to grow NARFE's political influence. Outlined below are the steps federation NARFE-PAC coordinators and chapter NARFE-PAC chairs should take to communicate the importance of giving and soliciting contributions.*

### **Overview**

Chapter- and federation-level fundraising efforts are essential to NARFE-PAC's success.

Federal law requires NARFE-PAC be funded solely through NARFE members' generous, voluntary contributions specifically for political purposes. This means no other monies of the Association (membership dues, etc.) fund NARFE-PAC. In addition to federation and chapter fundraising, Headquarters solicits NARFE-PAC contributions via *narfe* magazine, email and direct mail.

### **Soliciting Contributions at Chapter and Federation Events**

In order to help NARFE-PAC raise \$1.5 million in the 2017-2018 election cycle, NARFE-PAC leaders should solicit contributions at all chapter and federation events.

At chapter meetings: Briefly mention NARFE-PAC and explain its importance. Solicit and collect contributions (use [Top Five Reasons to Contribute](#) to encourage contributions). At federation and region conventions: Highlight NARFE-PAC and explain its importance. Set up a PAC table and collect contributions. Know which members of Congress in the state received contributions.

NARFE-PAC leaders should focus even more on NARFE-PAC during March, which is NARFE-PAC month.

**NOTE:** NARFE members who would like to contribute at home can do so via the *narfe* magazine or [online](#).

#### ***Solicitation rules to keep in mind:***

- Only NARFE members and their families may be asked to give to NARFE-PAC.
- When requesting PAC contributions, make it clear that they are voluntary. Coercion or undue persuasion cannot be used when requesting contributions.
- According to the Internal Revenue Code, a statement must be made that PAC contributions are not tax-deductible.
- NARFE-PAC does not recommend holding bake sales or raffles to raise money as the regulations governing these transactions are complex and vary by state.



## NARFE-PAC Giving Levels and Incentives

NARFE members can make two types of NARFE-PAC contributions: a one-time contribution or a monthly credit card contribution as part of the NARFE-PAC Sustainer program. Both of these options are explained below.

### *One-time Contributions*

NARFE members can make a one-time cash, check or credit card contribution in any amount they'd like. NARFE-PAC recognizes one-time contributors in four giving levels, starting at \$25. Members giving at these levels, which are cumulative over the 2017-2018 election cycle, receive the corresponding lapel pin and incentive, as detailed below.

- **Basic \$25 - \$49:** basic NARFE-PAC lapel pin.
- **Bronze \$50 - \$99:** bronze NARFE-PAC lapel pin.
- **Silver \$100 - \$249:** silver NARFE-PAC lapel pin.
- **Gold \$250 or more:** gold NARFE-PAC lapel pin and a NARFE fleece blanket.

### *Monthly Sustainer Contributions*

NARFE members can also sign up as a NARFE-PAC Sustainer and make automatic monthly credit card contributions. All monthly contributions must be at least \$10. Sustainers receive the incentives detailed below.

- **Sustainer:** sustainer lapel pin and a NARFE fleece blanket.

NARFE-PAC Sustainers are crucial to strengthening NARFE's political influence. They reduce fundraising costs and continually grow NARFE-PAC each month, allowing NARFE-PAC to contribute more money to candidates.

NARFE-PAC Sustainers are continually charged via credit card until they ask Headquarters to be removed from the program. Members whose credit cards are not able to be processed will be contacted to update their information via email, physical mail or phone call. If the contributor does not update their information, they will be removed from the Sustainer program.



## Collecting Contributions and Sending them to Headquarters

### *Collecting Funds*

NARFE-PAC contributions collected at an event can be in the form of cash, check or credit card.

**For cash and check contributions:** Record contributions on the [NARFE-PAC Collections Form](#). For each contributor, list their membership ID (chapter number if membership ID is unknown), name, amount of contribution and whether they need a pin/bag sent from Headquarters. Write NO in the last column if a pin was given to the contributor at the time of the contribution or if they would not like one sent.

**For credit card contributions (including those signing up to be a NARFE-PAC sustainer):** Each contributor should fill out their own [NARFE-PAC Contribution Form](#) or [NARFE-PAC Brochure](#). If a contributor has already received a pin or would not like to receive one, mark the “Please do not send any gifts for my contribution.” box.

### *Sending Funds to Headquarters*

Contributions must be forwarded to Headquarters within 30 days of collection.

Send contributions, along with a completed [NARFE-PAC Collections Form](#) (for cash and check contributions) and any [NARFE-PAC Contribution Forms](#) or [NARFE-PAC Brochures](#) (for credit card contributions) to:

NARFE  
Attn: Budget & Finance  
606 North Washington St.  
Alexandria, VA 22314

**NOTE:** Federal law prohibits cash and check contributions from being consolidated and sent to NARFE Headquarters **in the form of a chapter or federation account check**. Instead, funds should be sent via a cashier’s check, money order or personal check.



## **Obtaining NARFE-PAC Materials**

Federation and chapter PAC leaders should request NARFE-PAC materials from NARFE's legislative staff to aid in soliciting contributions at chapter and federation meetings.

The materials include:

- Basic NARFE-PAC pins
- [NARFE-PAC Collections Forms](#): Used to list cash and check contributions raised at a federation or chapter event. In the last column, mark whether a pin needs to be sent to contributor or if one was already given.
- [NARFE-PAC Contribution Forms](#): Used to make a credit card contribution at a federation or chapter event. Features the incentives and giving levels.
- [NARFE-PAC Brochures](#): Used to encourage members to make a contribution on their own. Features five reasons to give, the incentives and giving levels. Should be distributed to members at federation or chapter events.

To request PAC materials, send an email to [leg@narfe.org](mailto:leg@narfe.org) or call (703) 838-7760 extension 201.