



## 50-PERCENT MATCHING FUNDS REQUEST FOR 2023

**Chapter Name and Number** \_\_\_\_\_

### How it Works

**No later than 1 November 2022:** The district vice president (DVP) will facilitate completion of this request for the chapter for up to 50-percent matching funds and submit it to the federation outreach committee for approval.

**No later than 1 December 2022:** The outreach committee will submit approved requests to the federation advisory committee for consideration for the next budget cycle. The outreach committee, via the DVP, will notify the chapter of approval. Requests received out of the budget cycle will be considered on a case-by-case basis.

**No later than 15 December 2023:** The DVP will facilitate the completion of Federation Form F-1 *WSF-Officers Expense Report*, accompanied by receipts or other documentation, to request 50-percent matching funds from the federation.

### Qualifying Activities for 2023

√	Activity	Full Cost	Matching
	<p>Mileage to an event provided round trip was greater than fifty (50) miles. Every effort should be made to staff events with members who live nearby. List mileage to different events separately and include event date and location.</p> <p>High-cost parking, e.g., downtown Seattle, may be submitted for review and possible approval. Include date and location.</p>		
	Table rent at an event (amount will be reviewed). List events separately and include the dates.		
	Walk to End Alzheimer's supplies, e.g., masks, bandanas, etc. Does not include theme candy; that is a separate item below. Include the Walk date and location.		
	<p>Theme candy (or healthy alternative) for events. List events separately and include the dates.</p> <p style="text-align: center;"><b>Maximum reimbursement: Up to \$10.00 per event.</b></p>		

	Parades entry fees. List parades separately and include the dates. NOTE: Standardized NARFE-designed items will be paid for in full by the federation, e.g., NARFE-designed car magnets, banners carried by walkers, hats, clothing, etc. Other non-NARFE decorations, clothing, etc. may be paid for by the chapter.		
	Gift cards, gift baskets, give-away items providing prospect cards are used to collect attendee contact information. List events separately and include dates. <b>Maximum reimbursement: Up to \$25.00 per event.</b> <b>Give-away items should be tasteful and appropriately represent NARFE.</b>		
<b>ESTIMATED MATCHING FUNDS</b>		<b>TOTAL</b>	

**CHAPTER: Please complete the information below**

Chapter Submitting the Request:		Date Submitted:
Request Approved By:		
President's Name _____		President's Signature _____
		Date _____
Treasurer's Name _____		Treasurer's Signature _____
		Date _____
Chapter Contact Person:		
Name/Title	_____	
Phone	_____	
Email	_____	

**Additional comments or items/activities you would like the outreach committee to consider:**

**DVP please complete**

DVP Name _____	District _____
Approved By DVP Name _____	Signature _____
	Date _____
Additional Comments:	

**WSF OUTREACH COMMITTEE please complete**

This request has been reviewed and approved by the WSF Outreach Committee.		
WSF Outreach Committee Member Names	Signatures	Dates
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

**WSF OFFICERS please complete**

This request has been considered by the WSF Advisory Committee for the next budget cycle.		
WSF President Name	Signature	Date
_____	_____	___/___/___
WSF Treasurer Name	Signature	Date
_____	_____	___/___/___