

Raising NARFE-PAC Funds

NARFE-PAC leaders raise PAC funds to grow NARFE's political influence. Outlined in this section 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 fundraising efforts are essential to NARFE-PAC's success. Federal law requires that NARFE-PAC be funded solely through NARFE members' generous, voluntary contributions specifically for political purposes. This means no other monies of the association (e.g. membership dues) 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

To help NARFE-PAC raise \$1.85 million in the 2021-2022 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 conferences, 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 from home can do so by sending in the PAC coupon that appears in *NARFE Magazine* or by making an [online contribution](#).

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.

One-time Contributions

NARFE members can make a one-time cash, check or credit card contribution in any amount they would like. NARFE-PAC recognizes contributors in five giving levels, starting at \$25. Members giving at these levels, which are cumulative over the 2021-2022 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 - \$499:** Gold NARFE-PAC lapel pin.
- **Platinum \$500 or more:** Platinum NARFE-PAC lapel pin.

Monthly Sustainer Contributions

NARFE members can also sign up as NARFE-PAC sustainers and make automatic monthly credit card contributions. Sustainers who donate at least \$10 a month receive a sustainer lapel pin.

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

NARFE-PAC sustainers are charged monthly 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 by phone. If contributors do 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 his or her membership ID (chapter number if membership ID is unknown), name, amount of contribution, occupation/employer and whether he or she needs a pin 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 the contributor would not like one. Have the member write “Retired” in the employer/occupation column if he or she is fully retired.

For credit card contributions (including those signing up to be NARFE-PAC sustainers): Each contributor should fill out their own [NARFE-PAC Contribution Form](#) or the form in the [NARFE-PAC Brochure](#). If a contributor has already received a pin or would not like to receive one, mark the “No pin for me. I’d like 100 percent of my contribution to go to NARFE-PAC” 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-PAC
Attn: Budget and Finance
606 North Washington St.
Alexandria, VA 22314

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

Obtaining NARFE-PAC Materials

Federation and chapter PAC leaders should request NARFE-PAC materials from NARFE's advocacy 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 collected at a federation or chapter event. In the last column, mark whether a pin needs to be sent to the contributor or if one was already given.
- [NARFE-PAC Contribution Forms](#): Used to make a credit card contribution at a federation or chapter event. Lists the pins and giving levels.
- [NARFE-PAC Brochures](#): Used to encourage members to make a contribution on their own. Should be distributed to members at federation or chapter events.

To request PAC materials, send an email to advocacy@narfe.org, or call 1-800-456-8410 and select option 3.