

USE OF RECRUITMENT/RETENTION MATERIALS

There are all kinds of Recruiting and Retention materials that you can **either order from online OR print yourself as needed**. To access these materials, go to www.narfe.org and log in. Then click on Membership Materials in the left hand side of the screen. This will display a list of links on the left hand side of the screen. The materials/forms listed below are found under either the Member Application, Member Recruitment, or Dues Withholding links in that list, unless indicated otherwise. (Note: Only retirees can sign up for Dues Withholding.)

To **order** online, go to www.narfe.org, log in as a Member, then click on Membership Materials, then on Order Forms/Supplies.

RECRUITMENT MATERIALS

Include in packets given to prospective members (get plastic bags from Gaston Gianni, VFC Public Relations Chair):

- NARFE is a Pension Bargain Ltr to the Editor (In .pdf form at the www.vanarfe.org website in the Membership area)
- NARFE's 2013 Legislative Accomplishments – www.narfe.org/pdf/NARFE_113thCongress_LegAccom.pdf
- Summary of NARFE's contributions to Alzheimer's Research www.narfe.org/departments/pressroom/articles.cfm?ID=1490
- NARFE Magazine
- Your Chapter's newsletter
- Membership Application – either F-135 Membership Brochure (order it in published form, or www.narfe.org/pdf/F-135.pdf), OR use the 1-page application www.narfe.org/pdf/Member_Application_print.pdf - which you can print yourself.

(The F-135 Membership Brochure is an excellent pamphlet that lists the benefits of joining NARFE, and emphasizes NARFE as our legislative voice, information resource, and source for answering questions about benefits.)

Be sure to check the "I want to join NARFE" box, and the Local Chapter box, on all applications including that in the NARFE magazine - AND fill in your Chapter # and, if desired, your Member ID # if you want credit as the recruiting NARFE member.

AND for potential new members who are already retired:

- Dues Withholding Brochure (F-86)
- Dues Withholding Application for New Members (Retirees) (DW-3) www.narfe.org/pdf/dw-3.pdf

AND for FERS Retirees and Actives:

- Your FERS Benefits (F-133) www.narfe.org/pdf/F-133.pdf

Include as a Second Mailing to Prospective Members:

- Federal Employees Pop-Quiz (F-123)
- 10 Worst Mistakes Federal Employees Can Make (F-126)
- 10 Worst Mistakes Retirees Can Make (F-127)
- Understanding the Social Security Offsets: GPO and WEP. (Available online only at <http://www.narfe.org/pdf/1-1.pdf> However, this is designed for a tri-fold brochure, so you may want to print it double-sided if possible.)

Also keep in inventory for events, like Health Fairs

- M-2 -- Prospect Information Cards (You can actually buy card stock and print these yourself.)
- P-2 – Recruitment Poster – Vanishing Benefits
- Various printable posters – Go to www.narfe.org. Log in as a member. Click on Membership Materials: Recruiter Posters.

Materials to Send to Current Federal Workers

- F-133 – Your FERS Benefits www.narfe.org/pdf/F-133.pdf (One page, printable) (You can only find this by clicking on the Forms by Form Number link, and then going down the list until F-133. Click on the F-133.)
- Forward interesting GEMS or Newswatch emails
- Email various White Papers:
 - “How Much Money Do You Need to Retire”
http://www.narfe.org/pdf/How_Much_Money_to%20Retire_wp.pdf
 - “FAQs About Your Federal Benefits” http://www.narfe.org/pdf/faqs_wp.pdf
 - “Speeding the Retirement Journey”
http://www.narfe.org/pdf/Speeding_Retirement_wp.pdf
- F-135 – Membership Brochure w/ Application
- F-123 – Federal Employees Pop-Quiz
- F-126 – 10 Worst Mistakes Federal Employees Can Make
- F-127 – 10 Worst Mistakes Retirees Can Make (for those approaching retirement)
- NARFE 2013 Legislative Accomplishments (One page, printable)
www.narfe.org/pdf/NARFE_113thCongress_LegAccom.pdf
- L-2 – NARFE’s Legislative Program for the 113th Congress (2013-2014) (One page, printable)
www.narfe.org/pdf/1-2.pdf

RETENTION MATERIALS

Materials to Send to Members Dropped for Non-renewal

- NARFE is a Pension Bargain Ltr to the Editor (.pdf)
- NARFE’s 2013 Legislative Accomplishments –
www.narfe.org/pdf/NARFE_113thCongress_LegAccom.pdf (One page, printable)
- F-86 - Dues Withholding Brochure
- DW-2 -- Dues Withholding Application for Retirees (One page, printable)

www.narfe.org/pdf/dw-2.pdf (Note that this is NOT the same form as the DW-3 Dues Withholding application used for New Members.)

- L-1 – Understanding Social Security Offsets (WEP & GPO)

• Reinstatement card, filled out with that person's NARFE Member ID, your Chapter # and the total \$ amount, counting \$40 National Dues + Chapter Dues, in a stamped envelope, pre-addressed to NARFE Membership, 606 N Washington St, Alexandria, VA 22314-1914

(Note: This form is no longer available from NARFE HQ. However, a copy of this form is available at the www.vanarfe.org website in the Membership area. You can print out this form - on cardstock – as needed.)

Other Materials to Keep on Hand

- F-53 National Life Membership brochure
- FH-12 Alzheimer's Research Program brochure (Under the NARFE Programs Information link)
- F-85 -- Gift Membership Application (Printable and fillable online) www.narfe.org/pdf/f-85.pdf