

VFC State Political Account Procedures

1. Purpose

The purpose of the nonpartisan State Political Account is to provide financial assistance to candidates and members of the General Assembly who are committed to uphold NARFE legislative goals. The Fund is derived from individual NARFE member contributions. No Chapter monies are involved. The State Political Account will be addressed as the Fund in this document.

2. Procedure

A. Fund Drive – Member contributions to the Fund are considered a year round event; however, special emphasis will start in October of even numbered years. The VFC State Legislation Committee Chair (SLC) will notify all Area Vice Presidents (AVPs) of the Fund raising drive and request they coordinate solicitations within their Chapters. It would be advantageous if AVPs start the special Fund drive by meeting with the Area State Legislation Coordinators and their Chapter counterparts. By the end of January, the Fund Raising Drive should be initiated in all Areas.

Individual chapter members should send their check contributions direct to the SL Representative for recording and subsequent forwarding to the VFC Treasurer for deposit to the State Political Account. Individual checks are to be made payable to “VFC State Political Account.” (See attached required form to accompany checks.)

B. VFC State Political Fund Requests – By May 30th, odd number years, Chapters are encouraged to make recommendations for senators, delegates or candidates to receive funds based upon their legislative support or commitment to VFC/NARFE goals. Chapters should submit their recommendations to their AVP. Who shall present them to the SL meeting in June. The justification should comment on the proposed recipient’s specific legislative action or commitment to VFC/NARFE goals; committee assignment; and competition in the coming election. . The SL committee shall consider and evaluate all suggestions and prepare recommendations for the July Board meeting

C. Recommendations – The SL Chair shall present the SL committee recommendations at the July VFC Board Meeting, in odd numbered years

D. Allocation Process – The SLC and SL Representative will take into consideration the recommendations received from the chapters, statements made by candidates, and the voting record of members of the Legislature on bills considered critical to the VFC/NARFE. There may be instances where adjustments are in order or overlooked legislators/candidates should be recognized. In this case, the SLC or SL Rep will contact the chapter to discuss the adjustments or additions, to be sure there is agreement.

The Ex Com will allocate monies based upon a review of requests and funds available. They will ensure that Fund allocations are non-partisan; inclusive with no part of the state left out; and based upon actions, not merely words.

E. Disbursement – The VFC Treasurer will send checks to be disbursed to the respective AVPs. In turn, the AVPs will determine the proper chapter to deliver the checks due to crossing of Senate and House district boundaries between chapters/areas.

F. Delivery of Checks – Chapter Presidents, and/or chapter designees, should personally deliver the checks to the recipient, if at all possible. They should explain that the check is an expression of NARFE’s appreciation for the candidate’s support of NARFE’s issues. In the event the candidate has not made a clear commitment to support NARFE’s issues, the candidate should be encouraged to join other candidates through out the State who have expressed their commitment. Time is of the essence in delivering checks and must be completed sufficiently prior to the November election to make its impact.

Foot Note:

Time Line for raising funds and distribution:

October (even numbered years) – State Legislation Chair notifies AVPs of special fund drive.

October to December – AVP’s coordinate solicitation with area chapters.

January (odd numbered years) – Fund raising drive initiated by chapters.

January to June – Individuals submit contributions to State Legislation Chair

June – Chapters request funds for senators, delegates, candidates.

July Board Meeting – AVPs submit funding requests to State Legislation Chair.

August – Allocation process by State Legislation Chair, S/L Rep. and ExCom.

August – Disbursement of checks by Treasurer.

September – Checks delivered by chapters to senators, delegates, candidates.

To print the contribution forms or the Political Fund Request forms by themselves, put your cursor on the form and click once, then print current page.

VFC STATE POLITICAL ACCOUNT CONTRIBUTION

Area _____ Chapter _____ Date _____

Amount: \$5 _____ \$10 _____ \$25 _____ \$50 _____ Other _____

Name _____ Email Address _____

Address _____

City,State,Zip _____

Retired (yes/no) _____ If working show employer

(Required by State Board of Elections)

Employer Name _____

Employer Address _____

Make checks payable to **VFC STATE POLITICAL ACCOUNT** and mail to

Carroll Graham, VFC State Legislation Chairman, 1307 Forest Ave., Richmond, VA 23229

VFC STATE POLITICAL ACCOUNT CONTRIBUTION

Area _____ Chapter _____ Date _____

Amount: \$5 _____ \$10 _____ \$25 _____ \$50 _____ Other _____

Name _____ Email Address _____

Address _____

City,State,Zip _____

Retired (yes/no) _____ If working show employer

(Required by State Board of Elections)

Employer Name _____

Employer Address _____

Make checks payable to

VFC STATE POLITICAL ACCOUNT and mail to Carroll Graham, VFC State Legislation
Chairman, 1307 Forest Ave., Richmond, VA 23229

VFC STATE POLITICAL ACCOUNT CONTRIBUTION

Area _____ Chapter _____ Date _____

Amount: \$5 _____ \$10 _____ \$25 _____ \$50 _____ Other _____

Name _____ Email Address _____

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Chairman, 1307 Forest Ave., Richmond, VA 23229

VFC STATE POLITICAL FUND REQUEST

Date: _____

To: Chairman, State Legislation Committee

Thru: Area Vice President

From: _____

Chapter President

VFC State Political Account Funds are requested for the following candidate running for election to the Virginia General Assembly.

Candidate:

Name

District

Area Covered

Senate: _____ Delegate: _____ (Check one) Incumbent: _____ Challenger: _____
(Check one)

Requested by members of Chapter:

Amount recommended: _____

Payable to:

Zip Code	Candidate	Address	City
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Justification: (Use back of form, if necessary)