

**Request for Matching Funds from NARFE Headquarters
Recruitment and Retention Department**

Proposal:

- A. This request is submitted by _____ (chapter or Federation) on _____ (date).
- B. This request is to fund _____ (name of the project).
- C. The total cost of the project is \$ _____. The remaining 50% of the cost will be paid by _____ (chapter, Federation or combination of both).
- D. This project will positively impact efforts to recruit members by _____

(Please describe in detail how this project will identify and bring in new members)
- E. Our intended goal for this project is to _____ (the expected outcome).
- F. The timeframe for the project is _____ (from when until when). Following the conclusion of the project a final status report will be submitted to Headquarters stating: (a) the outcome, (b) lessons learned, (c) goal achievement (d) any future follow-up planned.

Requested by _____
Chapter President

Approved by _____
Federation President

Chapter President will submit proposal to Federation President for approval. Attach any documents that pertain to or describe the project.

Federation President will submit proposal to:
Jackie Bryant, NARFE Recruitment and Retention Department
606 N. Washington Street
Alexandria VA 22314