

On the NARFE website ([www.narfe.org](http://www.narfe.org)) log in using your **LAST NAME & Membership ID**

On the next page there is a YELLOW & ORANGE Box at the top left hand side of page that reads "**Officer Resources**", click anywhere in the box.

Down the Left side of the Officers Resources webpage  
You will find a whole host of documents and forms.

As Chapter Service Officer you will want to "click" on <<**CHAPTERS**

Scroll down to **OFFICER DUTIES AND RESPONSIBILITIES**

1. to find: **F-58** Chapter Service Officer Duties & Responsibilities Pamphlet
2. **F-100** Be prepared for Life's Events

1. This has two sources, one you can download and complete with pencil

At the top find: **CHAPTER MATERIALS**

to find: **F-100** Be prepared for Life's Events

2. The second can be saved to a local directory and completed with a PC.

You will find this one located down the left hand side of the Officer Resources page,  
"click" on <<**BE PREPARED**

As Chapter Service Officer you will want to "click" on <<**MANUALS & GUIDEBOOKS** on  
the Officers Resources page

1. to find: **F-10** Chapter/Federation Officers Manual
2. And to find: **FH-10** Service Officer Guide

On the Officers Resources page click on <<**SERVICE OFFICERS BLOG**

*it will take you to this webpage: <http://www.narfe.org/sobb/>*

which is only available to Service Officers of record.

*On the Officers Resources webpage you will find all types of manuals, guidebooks, pamphlets  
and forms.*

***If you need further assistance please contact:***

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