



CALIFORNIA STATE FEDERATION OF CHAPTERS
2019 CONVENTION CALL MATERIAL AND INFORMATION
Crowne Plaza Hotel, San Diego, CA – April 24-25 2019



NOTE: This is the **FIRST OF TWO packets your chapter will receive between now and November 30, 2018**

This information is also available on our website: www.csfcnarfe.org

This packet is issued in support of the Seventh Biennial California State Federation of Chapters Convention which will be held at the Crowne Plaza Hotel Hotel, 2270 Hotel Circle North, San Diego, CA 92108 on April 24-25, 2019 (www.CrownePlaza.Com).

Copies of this packet are being provided to each Chapter President, Secretary and Treasurer.

IF YOU ARE NO LONGER THE CHAPTER PRESIDENT, SECRETARY OR TREASURER – AS APPROPRIATE - PLEASE FORWARD THIS PACKET IMMEDIATELY TO THE PRESENT OFFICE HOLDER FOR ACTION.

Invitation letter from Convention Host Committee

The invitation letter provides general information regarding the convention hotel, room rates, amenities, hotel parking and nearby attractions.

For planning purposes, the program begins on Tuesday evening, April 23, 2019 at 6:30 p.m. with a Reception for our National President. Wednesday, April 24, 2019 the convention will be from 9:00 a.m. to 5:00 p.m. and will include the Federation Past President's Luncheon at noon. Thursday April 25, 2019 the Convention will be from 9:00 a.m. to 5:00 p.m. with a Banquet from 7:30 p.m. – 10:30 p.m.

Additional information can be obtained on our Federation website: www.csfcnarfe.org.

SPECIAL RECEPTION – TUESDAY, APRIL 23, 2019

On Tuesday evening, April 23, 6:30 – 8:30 p.m. there will be a special Reception honoring our National President Ken Thomas. Complimentary light snacks will be provided with a no host bar.

PER CAPITA DUES

DUE: MARCH 1, 2019

On or about January 15, 2019, the CSFC Treasurer, Yoggi Riley, will mail (via First Class Mail), to all Chapter Treasurers an invoice for per-capita dues based on the National's December 31, 2018 M-110 report. **Do not mail in your per-capita dues until you receive this invoice.**

Per-capita dues are \$1 per chapter member, excluding those who are Honorary Members, and are payable upon receipt of the invoice, becoming delinquent on **March 1, 2019**. These dues are returned to the membership by supporting Federation training, in the even years which is provided to the chapter members by the Federation. In addition, these monies help defray the biennial convention costs in the odd years.

CHAPTER OFFICER ROSTER, FORM F-7

DUE: JANUARY 1, 2019

The Chapter Officer's Roster, Form F-7, **must be submitted once a year by January 1**, even if there are no changes within the chapter. Those areas on the F-7 that are the same as the previous year should have the "No Change" block checked.

INFO NOTE: The current version of the F-7 (04-15) only requires the member last name and member number – and a check in the block for the various info, "New", "No Change" and "Vacant", as appropriate. Using the Online Activities Module (**OAM**) on the National Website is the easiest method to make necessary changes. Anyone needing additional training on the OAM should contact your District Vice President and help will be provided.

The Chapter Officer's Roster, Form F-7, **MUST be submitted ANY time during the year when there is a change in officers, address, phone and/or e-mail address, chapter dues, change in meeting time, date or location.**

The reason this information is so important is that they are the basis for **ALL** distribution of materials from National Headquarters and the Federation; that way information pertinent to a particular officer or chair is forwarded directly to them, rather than the Chapter President. It is also the basis for the CSFC Chapter Directory, which is only as good as the information provided.

When the F-7 is completed manually, the original should be mailed to **NARFE; Federation and Chapter Services – F-7 Unit; 606 North Washington Street; Alexandria, VA 22314-1914.**

A copy shall also be mailed to the **Federation President, Lea Zajac, 106 Cottonwood Drive, Vallejo CA 94591-5659, and the Federation Secretary, Sandy Griffin, 688 Henshaw Avenue, Chico, CA 95973-8763;** for questions please call Sandy Griffin at 530-343-0539.

ONLINE F-7

The form may also be completed through the NARFE Web Site, www.NARFE.org. A copy shall be forwarded to **the Federation President, Lea Zajac, [LDZajac@aol.com](mailto:LZajac@aol.com), and to the Federation Secretary, Sandy Griffin, sjgriffin644@gmail.com.**

DECEASED MEMBER RECORD

DUE: JANUARY 11, 2019

Each Chapter is requested to provide a list of the names of their members who have passed away during the calendar years of 2017 and 2018. Each member's name will be listed in the Program Book which will be distributed at the 2019 Convention. These names can be obtained from OAM Activity Report for your chapter. A sample list is included in the packet for your information. Send the lists to the Federation Secretary, Sandy Griffin, 688 Henshaw Avenue, Chico, CA 95973-8763 or sjgriffin644@gmail.com.

PROGRAM BOOK AD INFORMATION

DUE: JANUARY 25, 2019

This allows your Chapter to support the Convention and have an ad in the Program Book. Details are provided in this packet.

PROGRAM BOOK BOOSTER LIST

DUE: JANUARY 25, 2019

This allows your Chapter to support the convention and allows an opportunity for your members to have their name published in the Program Book for \$1.00. Details are provided in this packet.

COMMERCIAL/BUSINESS PURCHASE ORDER FOR ADS **DUE: JANUARY 25, 2019**

This allows the Federation to solicit business ads for the Program Book. Details are provided in this packet.

Attachments:

F-7 Officer Roster (04-15)

Deceased Member Record Sample Format

Convention Host Committee Letter

Hotel Information

Program Ad Order Form

Program Booster List Form

Letter for Commercial/Business Ad (For use by Convention Host Committee in soliciting business ads for the Program Book)

Program Ad Form for Commercial/Business Ad



**National Active and Retired
Federal Employees Association**
606 North Washington Street
Alexandria, Virginia 22314-1914
(703) 838-7760 • FAX (703) 838-7783

NARFE Chapter Officer Roster

Term 20__ to 20__

INSTRUCTIONS:

**Note: This may be submitted online at
www.narfe.org/oam**

- PLEASE READ THIS ENTIRE FORM CAREFULLY BEFORE FILLING IT OUT.**
- Every office is assigned a specific code entered in the computer database in sequence to speed entry. Please do NOT change or type over titles not used by your chapter. Check box next to title if the officer listed is a new officer.
- This form must be submitted only by one of the following **chapter officers: President, 1st VP, Secretary, Secretary/Treasurer or Membership Chair.**
- All chapters are required, **by January 1 of each year**, to send a complete listing of all chapter officers (elected and appointed) and their chapter's dues to the **NARFE Office**, their **Federation President and Secretary**, and/or other requesters. Chapters are encouraged to report all changes in chapter officers and chapter dues changes whenever they occur.
- All chapter dues changes received at the National Office require the effective date of the dues change and require a minimum notice of **90 days** to become fully effective.
- All chapter officers are required to be a national and chapter member.
- This completed and signed form should be sent for processing to: NARFE
Federation and Chapter Services F-7 Unit
606 N. Washington St.
Alexandria, VA 22314-1914

Chapters are encouraged to submit their changes and required annual update to NARFE online. The online system saves time and eliminates errors and is automatically sent to the federation president and secretary. This paper form should be used only by chapters that do not have computer access for this required reporting.

<p>President 1 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>1st Vice President 2 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>2nd Vice President 2A <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>3rd Vice President 2B <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>4th Vice President 2C <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Secretary 3 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Treasurer 4 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Secretary/Treasurer 5 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p>	<p>Leg. Chair (Nat'l Legislation) 6 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Membership Chair 7 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Membership Chair Retention 7A <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Public Relations 8 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Service Officer 9 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Chapter Service Committee 10 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p> <p>Newsletter Editor 11 <input type="radio"/> New <input type="radio"/> No change <input type="radio"/> Vacant Member # _____ Member Last Name _____</p>
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F-7 (04-15) page 1 of 2

This is a sample of the NARFE Chapter Officer Roster which can be obtained from the NARFE website or completed on line. If you need a copy of the F-7, contact the Federation Secretary, Sandy Griffin at 530-343-0539.

Alzheimer's Chair 12 New No change Vacant

Member # _____

Member Last Name _____

NARFE-PAC Chair 13 New No change Vacant

Member # _____

Member Last Name _____

Financial Secretary 14 New No change Vacant

Member # _____

Member Last Name _____

Other 15 New No change Vacant

Member # _____

Member Last Name _____

Other 15 New No change Vacant

Member # _____

Member Last Name _____

Other 15 New No change Vacant

Member # _____

Member Last Name _____

Other 15 New No change Vacant

Member # _____

Member Last Name _____

Other 15 New No change Vacant

Member # _____

Member Last Name _____

Network Coor. 16 New No change Vacant

Member # _____

Member Last Name _____

Network/Social Media Coordinator 16A

New No change Vacant

Member # _____

Member Last Name _____

Leg. Chair (State Legislation) 17

New No change Vacant

Member # _____

Member Last Name _____

Chapter Name _____

Chapter Number _____

Location _____

Meeting Place _____

Day and Time _____

Except for _____
(month) (month) (month)

Chapter Dues \$ _____ / per year

Check if dues amount changed

Effective Date _____

Submitted to Federation and Chapter Services By: _____ **Date** _____

Title: President 1st VP Secretary Secretary/Treasurer Membership Chair

This is a sample of the NARFE Chapter Officer Roster which can be obtained from the NARFE website or completed on line. If you need a copy of the F-7, contact the Federation Secretary, Sandy Griffin at 530-343-0539.

IN MEMORIAM
CALIFORNIA FEDERATION DECEASED MEMBERS – 2017 - 2018

VALLEJO CHAPTER 0016

Ruth Angelo
Mary Jane Blanchard
Thomas Boatwright
Charles Burgess
Joseph Costello
Janice Edwards
Agnes Marie England
Lola Fuller
Charles Galle
Melvin Giorci
Francis Guldenbrein
Nora Holland
Norma Holman
Phyllis Honodel
Robert Huston
George Lambro
Kenneth Liggett
Louise Maddox
Andrea Marella
Kenneth Joseph McKenzie
J. L. Miller
James Millholland
Louise Nelson
William Nunes
Dorothy Pitchford
Donald Read
Ron Rich
Ada Robinson
Ken Runyon
Karen Rushin
Phyllis Shallenberger
Joseph Silva
Francis Silvestri
Bruce Smith
Stanwood Talbot
Rose Utterback
Mary Voelke
James White
Rodney Yaeger

NOTE: SAMPLE

This is only a partial list from Vallejo Chapter 16, from January 1, 2017 through October 18, 2018. The actual list to be provided by Chapters should be for the period January 1, 2017 – December 31, 2018.

Using the OAM, chapters can create a similar list to forward to the Federation Secretary, Sandy Griffin.

The Federation Secretary will compile all documents into one, which will be included in the Program Book.



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES



CALIFORNIA STATE FEDERATION OF CHAPTERS

2019 CONVENTION HOST COMMITTEE

Welcome to all California delegates, spouses and guests, to the Seventh Biennial California Federation Convention being held at the Crowne Plaza Hotel, San Diego, CA on April 24-25, 2019.

Your Convention Host Committee (CHC) wants to assure you that this convention will be worth your investment of time and money to attend, as membership has submitted topics of interest to the program. The convention program has been improved to offer more seminars of interest in lieu of so many specific Federation reports.

The room rate is \$118 plus 10.5% tax, 2% Tourism Assessment, and \$0.59 CA Tourism Fee, and includes a complimentary full hot breakfast. There is a \$7.00 per day parking fee, discounted from the \$13.00 rate. Each room includes a coffee maker, refrigerator, microwave and complimentary wireless Internet. The room rates are for single or double occupancy and apply three days before and three days after the convention.

Dining options include the Islands Restaurant, (where each attendee will receive a complimentary daily cooked breakfast), Kona Café, and Islands Sushi, Grill & Bar.

The hotel offers a wide range of recreational amenities, including an outdoor pool, a spa tub, and a fitness center. Additional features at this hotel include gift shops/newsstands, and a hair salon. If you are planning a day at a nearby theme park, you can hop on the complimentary shuttle which takes you to the San Diego Zoo or Sea World on a daily schedule.

There is also a complimentary shuttle, on request from 9:00 a.m. – 9:00 p.m., which will take you to Old Town San Diego State Park and the Fashion Valley Shopping Center.

The hotel is located minutes from popular San Diego attractions including Sea World, Balboa Park, San Diego Zoo, USS MIDWAY Museum, Old Town and Gas Lamp District. Guests have easy access to Pacific Beach, Ocean Beach, La Jolla Shores Park, La Jolla Cove and Mission Bay Park to experience everything San Diego beaches have to offer. Within ½ block (walking distance of the hotel) is the Hunter Steakhouse, known for excellent prime rib.

As you can see, the hotel and surrounding areas offer a multitude of events to please nearly everyone. You may want to consider arriving a few days early or staying a few days after the convention and see the sights in the San Diego area and take advantage of the low room rates.

Hope to see you there!

Robert N. "Bob 2" Davidson II
2019 Convention Host Committee Chair
And the Members of the Convention Host Committee



CALIFORNIA STATE FEDERATION OF CHAPTERS

NARFE CALIFORNIA CONVENTION

Crowne Plaza Hotel San Diego, CA – April 24-25, 2019

HOTEL INFORMATION



**Crowne Plaza Hotel San Diego
2270 Hotel Circle N.
San Diego, CA 92108
1-619-297-1101**

**Room rate is \$118.00 + 10.5% tax + 2% Tourism Assessment + \$0.59 CA
Tourism Fee, which includes a complimentary breakfast**

Daily Parking is discounted to \$7.00

Rooms have coffee, refrigerator, microwave and complimentary WiFi

**Also refer to the hotel website (www.CrownePlaza.Com)
For additional information about hotel.**

Reservation Information:

**Group Name: NARFE California Federation; Group Code: (NAR).
Toll Free # 1-888-233-9527.**

DEADLINE FOR RESERVATIONS IS MARCH 29, 2019.

Booking Website: <https://book.passkey.com/e/49759026>



**CALIFORNIA STATE FEDERATION OF CHAPTERS
2019 CONVENTION CALL MATERIAL AND INFORMATION**



Crowne Plaza Hotel San Diego, CA – April 24-25, 2019

PURCHASE ORDER FOR PROGRAM BOOK ADS

FOR MEMBERS AND CHAPTERS

Date _____

Chapter Name & Number/Individual's Name _____

Address _____

City / State / Zip _____

Contact Person _____ Phone _____

Email _____

Ad Size: Full Page Half Page Quarter Page

Full payment, check only, for this Ad order should be enclosed with the Ad copy, but **MUST** be received by the deadline date of January 25, 2019.

Payment enclosed: \$ _____ Make checks payable to: **NARFE**

<u>TYPE</u>	<u>Size (In Inches)</u>	<u>Member/Chapter Price</u>
** Full Page	7-1/4 w x 9-1/4 h	\$150.00
Half Page	7-1/4 w x 4-1/2 h	\$100.00
Quarter Page	3-1/2 w x 4-1/2 h	\$ 75.00

** Chapters and NARFE members who purchase a full-page Ad are eligible for a free display table for the chapter's or the individual's non-commercial use in the display area. Others may rent a display table for \$200, monies must accompany this invoice.

YES, Individual's name or chapter number _____ desires a display table.

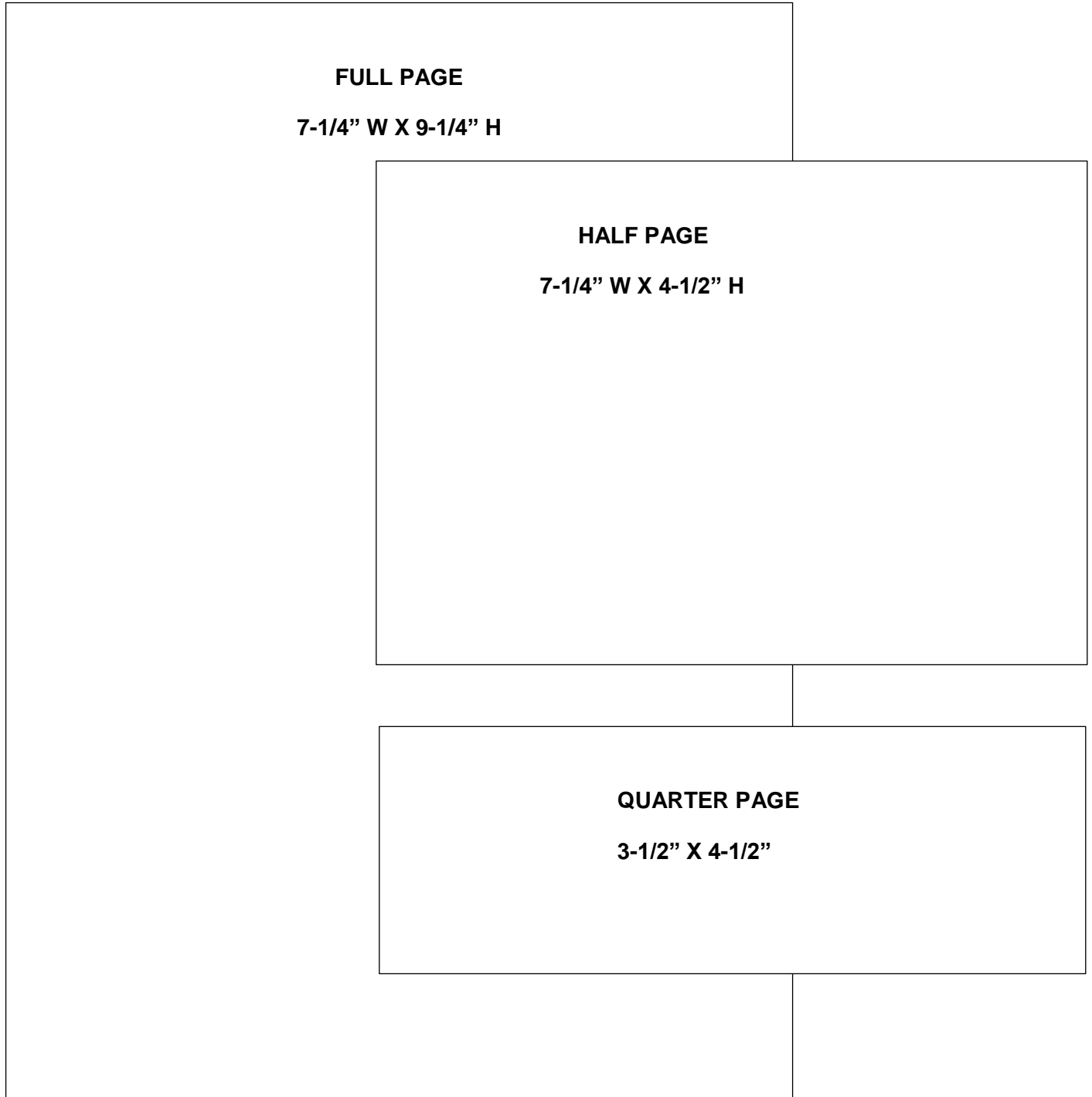
All ads should be "camera ready", which means the exact size listed above and the content the way you wish it printed in the booklet. You may send the copy by email [*preferable in PDF or Publisher Format*]. If you mail a printed copy, please furnish the print on unfolded white paper.

Please mail or email all Ads and table requests with payments to: Kenn Anderson, 818 SilverGate Avenue, San Diego, CA 92106-2853, email: kenn.anderson@cox.net
For questions, call 619-226-4108.

SIZES FOR PROGRAM BOOK ADS

The boxes below are representative of the sizes available.

NOTE: Boxes are for illustration only and do not represent actual measurements.





CALIFORNIA STATE FEDERATION OF CHAPTERS
2019 CONVENTION CALL MATERIAL AND INFORMATION
Crowne Plaza Hotel San Diego, CA – April 24-25, 2019
PURCHASE ORDER FOR BOOSTER LIST FOR PROGRAM BOOK
FOR MEMBERS AND CHAPTERS



DATE _____

CHAPTER # _____ **CHAPTER NAME** _____

CONTACT PERSON _____ **PHONE** _____

Address _____

City / State / Zip _____

NOTE: Please provide Names Clearly Printed or Typed in Capital Letters.
Suggested Donation: \$1.00 per person/name.
Make all checks payable to: NARFE
Deadline for submitting Booster List is January 25, 2019.

- | | |
|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

Please mail or email all Booster Lists with payment to: Kenn Anderson,
818 SilverGate Avenue, San Diego, CA 92106-2853, email: kenn.anderson@cox.net
For questions, call 619-226-4108.



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES CALIFORNIA STATE FEDERATION OF CHAPTERS



Dear Sir/Madam,

The California State Federation of Chapters (CSFC) of the National Active and Retired Federal Employees Association (NARFE) has scheduled its biennial State Convention in San Diego, CA at the Crowne Plaza Hotel, San Diego on April 24-25, 2019. We are a not-for-profit association with a membership of about 200,000 nationally; about 17,000 members in California which comprises 74 chapters and are celebrating our 99th year of service to the Federal Community. We anticipate about 200 delegates, members and friends will attend this convention.

We are inviting statewide and local businesses to participate in our convention by advertising in our Convention Program Book. The book will be about 100 pages and is professionally designed and printed, which includes the convention agenda, biographies and statements from national officers, statewide officers and local and national political leaders who are invited to speak, and the numerous business and commercial ads from around the state of California. The cost of an ad is shown on the attached page.

For information, NARFE is the only association solely dedicated to protecting the rights and earned benefits of current and retired federal employees and their surviving spouses. NARFE members are actively involved in all aspects of their communities supporting local and national initiatives, supporting community events, charities, churches, hospitals, and nursing homes. As an organization, NARFE has donated over \$12 million to Alzheimer's research since 1985.

Your support for this convention is much appreciated and we will ensure the greatest exposure for your Ad. In addition to the attendees and guests at this convention, many convention program books go back to the 74 chapters in California where they are further distributed for additional exposure of your Ad.

We look forward to working with you to ensure your Ad placement receives professional treatment and maximum viewing.

Sincerely,

**Lea Zajac
President,
California State Federation of Chapters**



CALIFORNIA STATE FEDERATION OF CHAPTERS
2019 CONVENTION CALL MATERIAL AND INFORMATION
Crowne Plaza Hotel San Diego, CA – April 24-25, 2019
COMMERCIAL / BUSINESS PURCHASE ORDER FOR
CONVENTION PROGRAM BOOK ADVERTISEMENT



Date _____
 Advertiser / Business Name: _____
 Address _____
 City / State / Zip _____
 Contact Person _____ Phone _____
 Email _____

Ad Size: Full Page Half Page Quarter Page

If you desire a display table, please list your convention representative below. Display tables cost \$300. Advertisers who purchase a full-page Advertisement are entitled to one display table free of charge.

Representative: _____ Phone _____ Email _____

We have purchased a full Ad. We have not purchased a full-page Ad but wish a table.

Payment by check payable to: **NARFE**. Check needs to be enclosed with the Ad copy.
 Deadline for Ad submission is January 25, 2019.

Payment enclosed: \$ _____ Make checks payable to **NARFE**

<u>TYPE</u>	<u>Size (In Inches)</u>	<u>Advertiser/Business Price</u>
Full Page	7-1/4 w x 9-1/4 h	\$250.00
Half Page	7-1/4 w x 4-1/2 h	\$150.00
Quarter Page	3-1/2 w x 4-1/2 h	\$100.00

Inside front and back covers are \$400.00.

Outside back cover is \$500.00

All ads should be “camera ready”. You may send the copy by email [preferable in PDF or Publisher Format]. If you mail a printed copy, please furnish the print on unfolded white paper.

Please mail or email all Ads with payments to: Kenn Anderson,
 818 SilverGate Avenue, San Diego, CA 92106-2853, email: kenn.anderson@cox.net
 For questions, call 619-226-4108

SIZES FOR PROGRAM BOOK ADS

The boxes below are representative of the sizes available.

NOTE: Boxes are for illustration only and do not represent actual measurements.

