

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SAMPLE WORDING FOR PROCLAMATION
CHAPTER 3 APPENDIX G**

WHEREAS NARFE is a non-profit incorporated association which is celebrating its [do the math] Anniversary year during which it has been the major advocate in protecting Federal Employees earned benefits; and

WHEREAS Local NARFE members, are actively involved with their respective communities by lending support to local and national politicians, sponsoring community events, helping to feed the area's needy, contributing financial support to many charities including over \$7 Million to Alzheimer's Research, volunteering in hospitals, nursing homes and assisting the aged; and

WHEREAS We sincerely appreciate the outstanding contributions made to our community by members of this fine organization and we wish to set aside a time to commend and pay them special tribute;

NOW, THEREFORE, I, [Name] by virtue of the authority vested in me as Mayor and on behalf of the City Council, do hereby proclaim [date of convention], as NARFE Week in our city and on behalf of the City Council and all our citizens express sincere congratulations and best wishes for a memorable [number] Biennial Convention of the California State Federation during the [do the math] Anniversary of the National Active and Retired Federal Employees Association.

NOTE: Our numbers of members vary – check with Federation President (via the District Vice President) before sending this letter. Complete the portions included as “do the math” from the founding of NARFE in 1921.