

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
DELEGATE PACKET COMMITTEE
CHAPTER 4 APPENDIX (C)**

I Delegate Packet Committee

- A. Arrange for a suitable type bag (about 400 required) to be used to hold all the necessary convention material as well as small items obtained from the community or area where the convention is being held. The bags are generally made of cloth because of durability. Paper or Plastic bags generally do not hold up to the three days of convention and are not a recommended choice. The bags are generally made of canvas with a twill tape for handles. (These bags are modeled after those used at National Conventions and are approximately 16 inches high and 12-1/2 inches wide.) Some Committees have sewn bags of this nature, using various types of cloth purchased at fabric stores. These bags are nice, but entail a great deal of work on the part of the committee. Decide early on, which type of bag to be used. NOTE: Some Committees use this bag as an advertising venture and sell advertising space on them, which in turn pays for the manufacture of the bags, and saves the committee a great deal of work and money. A potential supplier for a canvas bag is: Western Textile & Mfg. Co, 51 Joseph Court, San Rafael, CA 94903, 415-499-1414 (used in 1997 at Rohnert Park). Also Sun State Marketing Corporation, Suite L, Key Largo, FL 33773-2617, phone 1-800-255-3313, e-mail sales@ssmco.com.
- B. Begin your search for a bag manufacturer and sponsor at least 12 months in advance of the Convention. When a sponsor is found who wishes to advertise on the bag (such as Blue Cross/Blue Shield) be sure to get a proof copy of the art work for the advertiser to approve. Negotiate the cost of this advertisement, (e.g., \$600 or more) on one side. Find another sponsor for the reverse side. After the type of bag has been determined, insure the bags will be ready about a month before the convention. These bags are needed within this time frame to allow the committee the time necessary to fill the bags with items gathered from the community, the Convention Program Book, Mini Program, Roster, etc, as well as any other material the Federation may require to be added to the Delegate Packet
- C. Members of the committee should contact various businesses in the community or area where the convention is to be held approximately three months prior to the convention. Talk to the business, explain why we need any item they may be able to provide, request about 400 items, or whatever they are willing to provide, and offer to provide a letter from

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the Committee Chair, if necessary, to justify these items. (*See Sample Wording of Letter (herein) for Promotional Items*) Items to be considered are: pens, high lighters, pencils, notepads, key chains, pocket size flashlights, book marks, letter openers, paper clips, magnets, emery boards, mending kits, packaged raisins, candies, nuts, etc. Most businesses are willing to provide these types of items strictly for the advertising they provide. Also advise the business that their name will be printed in the Program Book for their support of the convention. Once initial contact has been made, arrange a date and time for the items to be picked up. Determine if one member of the committee will store all the items until the time of assembly, or if each member will store some items until the time of assembly

- D. Pick a date and time (or more than one, if necessary) to have the committee meet in one location to assemble the bags. It is helpful if someone is willing to donate the use of a spare room in their home to assemble these bags and store them until the start of the convention. It is suggested that several sturdy boxes, such as used for reams of paper, or bottled beverages - smaller is better (due to the weight of finished bags), with high sides (so the bags will stay put), so the boxes can be easily moved to the site of the convention.
- E. Arrange for distribution of Delegate Bags at the Convention. Have Facilities Coordinator arrange with the Hotel for a locked room near the Registration area where the distribution of the bags can be made.
- F. Delegates must show their "Voting Credential Card" and sign for bags. Proxies are to be treated in the same manner; they will show their "Proxy Voting Credential Card". Proxies will receive one (1) bag for each Proxy they carry.
- G. Coordinate with the Registration Chair to insure sufficient people are available to distribute delegate packets during the hours the Registration Desk is open.
- H. As a courtesy to the Federation Board, and visiting dignitaries, the Delegate Packet Committee should provide delegate packets to the members of the board, their spouses and visiting dignitaries at the pre-convention Executive Board Meeting.

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SAMPLE WORDING OF LETTER FOR PROMOTIONAL ITEMS

The California State Federation of Chapters (CSFC) of the National Active and Retired Federal Employees Association (NARFE) has scheduled its [year] Biennial State Convention in [location] from [dates]. District [number] of the CSFC is composed of [number] of chapters in [names] counties and is hosting the Convention. We anticipate that 400 members and friends attending.

Traditionally the Host District gathers promotion items from local business to place inside the delegate's packets. In this way, people from all over the state will have the opportunity to learn of businesses in this particular District. These items vary from pens, pencils, notepads, key chains, mending kits, recipes, litter bags, informational booklets/brochures, to samples of locally produced products. This is a great way to advertise your business.

The National Active and Retired Federal Employees Association has been in existence since 1921. NARFE is the only association dedicated to protecting the earned retirement benefits of federal employees. NARFE members consist of current federal workers, retirees, spouses and survivors united in a shared commitment to the economic security and well-being of federal employees, on-the-job and in retirement, and the well being of the senior population. In addition, NARFE has contributed over \$7 Million to Alzheimer's Research.

We would very much like to have your business be part of the [year] NARFE State Convention and look forward to hearing from you. If you have any questions, or need me to pick up your promotional items, please feel free to call me at [number].

Sincerely,

Chair, Delegate Packet Committee

Copy to:
Federation President