



Insurance and Financial Advisors Political Action Committee

2901 Telestar Court; Falls Church, VA 22042; 703-770-8100 (phone) ▪ 703-770-8151 (fax) ▪ [www.naifa.org](http://www.naifa.org)

**MEMORANDUM**

To: Local IFAPAC Chairs  
State IFAPAC Chairs  
Local Association Executives  
State Association Executives

From: Latasha Allen, NAIFAPAC Administrative Coordinator

Date: October 2009

Re: Deadlines for 2009 IFAPAC Contributions – **IMPORTANT – Please read**

Please distribute this information on to your IFAPAC fundraising team. As we approach the end of the year, please keep in mind some important deadlines and mark them on your calendar. These deadlines may impact your association's qualifications to win the Bobo Award and/or the IFAPAC awards.

**CHECKS** – **Tuesday, December 15<sup>th</sup>** is the last day checks should be *regular mailed* to the IFAPAC address at PO Box 759063; Baltimore, MD 21275-9063 (this is the bank lockbox). After December 15<sup>th</sup>, checks should be mailed via *overnight service* to this address: IFAPAC; 2901 Telestar Court; Falls Church, VA 22042. Never overnight mail contributions to the PO Box; no one is there to receive packages. In order to be included in the 2009 year, *checks* must be received at the street address by **10:00am on Wednesday, December 30<sup>th</sup>**. Contributions received after that will be recorded in the year 2010. **(Postmarks on envelopes are irrelevant; only the deposit date counts.)**

**BANK DRAFT APPLICATIONS** – New bank draft applications and upgrades received after **Wednesday, December 9<sup>th</sup>** will not be initiated in time for a 2009 withdrawal.

**CREDIT CARD PAYMENTS** – Since credit card payments take longer to process (because of verification procedures) than checks, you should mail all credit card contributions directly to the PO Box address no later than **Tuesday, December 15<sup>th</sup>**. You may **fax** credit card contributions directly to NAIFAPAC starting **Wednesday, December 16<sup>th</sup>**. Never fax and mail a credit card contribution – it will get processed twice. Credit card payments can be made online. Go to [www.naifa.org/advocacy/ifapac](http://www.naifa.org/advocacy/ifapac) login and click Contribute Online. All credit card contributions (including those made online) must be received by **10:00am on Wednesday, December 30<sup>th</sup>**.

**CONTRIBUTIONS FOR 2010** – Please **do not** mail any contributions that you want credited for the year 2010 or bank drafts that shouldn't be initiated until 2010 until *after* January 1<sup>st</sup>, especially if you are mailing them to the bank lockbox which is not equipped to handle these types of exceptions. By law, we may not alter a deposit date in order to rectify the situation.

cc: National IFAPAC Subcommittee  
Local Government Relations Chairs



## **Things That Go Wrong With Contributions**

Many things can prevent a contribution from being deposited or credited. To save yourself and the contributor aggravation (and NAIFAPAC bank service fees), please familiarize yourself with the ways in which a contribution can fail to be processed. If a contribution comes to you *first*, and it has one of the problems outlined below, please do your best to correct the situation before forwarding the contribution to NAIFAPAC.

### **Bank Drafts**

- no voided check accompanied the bank draft form
- no bank draft form accompanied the voided check
- account was closed before IFAPAC was notified to stop withdrawals
- no dollar amount was shown on an upgrade
- contributor signed an upgrade form, but is not already on automatic bank draft

### **Checks**

- made payable to something other than IFAPAC
- not signed
- stale dated
- not enough funds in account to cover contribution

### **Credit Cards**

- transaction cancelled by cardholder without explanation
- expired card
- card number wrong, incomplete or illegible
- card used was not a VISA, MasterCard or American Express
- contributor wants to contribute *monthly* using his/her credit card

### **Any Type of Contribution**

- no dollar amount indicated
- the exact contributor is unclear (i.e. Jr./Sr. on check or both spouses are members of the association or name and member number do not match)



**IFAPAC Recognition Program**  
**(Results will be measured on a calendar year basis)**

IFAPAC Leadership Citation (local)

- ❖ The local association must increase both its number of contributors and the amount of contributions over the prior year.
- ❖ The local IFAPAC Chair must contribute \$100 or more during the calendar year.
- ❖ Members holding the following offices must contribute at least \$50 during the calendar year: local president, local president-elect, local secretary, local treasurer, local national committeeperson and local immediate past president.
- ❖ The local association itself must contribute at least \$1.00 per member (as of 6/30 membership numbers) towards the IFAPAC administrative fund during the calendar year.

IFAPAC Tribute to Excellence (local)

- ❖ The local association must increase both its number of contributors and the amount of contributions over the prior year with one of these categories increasing by at least 12% over the prior year. (In the event that the local association has achieved a participation rate of 40% or above in the award year, or has won the Tribute to Excellence for two or more years in a row immediately preceding this award year, the 12% growth requirement will be waived. However, the local association must still have an increase in both contributors and contributions.)
- ❖ The local IFAPAC Chair must contribute \$100 or more during the calendar year.
- ❖ Members holding the following offices must contribute at least \$100 during the calendar year: local president, local president-elect, local secretary, local treasurer, local national committeeperson and local immediate past president.
- ❖ The local association itself must contribute at least \$3.00 per member (as of 6/30 membership numbers) towards the IFAPAC administrative fund during the calendar year.

IFAPAC Leadership Citation (state)

- ❖ The state association must increase both its number of contributors and the amount of contributions over the prior year.
- ❖ The state IFAPAC Chair must contribute \$200 or more during the calendar year.
- ❖ Members holding the following offices must contribute at least \$200 during the calendar year: state president, state president-elect, state secretary, state treasurer, state national committeeperson and state immediate past president.
- ❖ The state association itself must contribute towards the IFAPAC administrative fund during the calendar year.

IFAPAC Tribute to Excellence (state)

- ❖ The state association must increase both its number of contributors and the amount of contributions over the prior year with one of these categories increasing by at least 12% over the prior year. (In the event that the state association has achieved a participation rate of 40% or above in the award year, or has won the Tribute to Excellence for two or more years in a row immediately preceding this award year, the 12% growth requirement will be waived. However, the state association must still have an increase in both contributors and contributions.)
- ❖ The state IFAPAC Chair must contribute \$200 or more during the calendar year.
- ❖ Members holding the following offices must contribute at least \$200 during the calendar year: state president, state president-elect, state secretary, state treasurer, state national committeeperson and state immediate past president.
- ❖ The state association itself must contribute towards the IFAPAC administrative fund during the calendar year.

NOTE: Associations do not have to apply for these awards. Results will be measured on a calendar year basis.