



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

MEMORANDUM

To: Local IFAPAC Chairs
State IFAPAC Chairs
Local Association Executives
State Association Executives
Local Government Relations Chairs
State Government Relations Chairs
National IFAPAC Subcommittee

From: Latasha Allen, NAIFAPAC Administrative Coordinator

Date: October 2010

Re: Deadlines for 2010 IFAPAC Contributions – **IMPORTANT**

Please distribute this information to your IFAPAC fundraising team. As we approach the end of the calendar year, please take note of 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 recognition awards.

CHECKS – Wednesday, December 15th is the last day checks should be *mailed* to the IFAPAC address at PO Box 759063; Baltimore, MD 21275-9063 (this is the bank lockbox). After December 15th, checks should be sent via *overnight service* to: 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 2010 calendar year, checks must be received at the Falls Church street address by **10:00am on Thursday, December 30th**. Contributions received after that will be recorded in year 2011. **(Postmarks on envelopes are irrelevant; only the deposit date counts.)**

BANK DRAFT APPLICATIONS – New bank draft applications and upgrades received after **Thursday, December 9th** will not be initiated in time for a 2010 withdrawal.

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

CONTRIBUTIONS FOR 2011 – Please ***do not*** mail any contributions (check, credit cards or bank drafts) that are intended for 2011 until *after* January 1st. By law, we may not alter a deposit date in order to rectify the situation.



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 National IFAPAC.

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 the contribution

Credit Cards

- transaction cancelled by cardholder without explanation
- expired card
- card number incorrect, incomplete or illegible
- card used was not a VISA, MasterCard, American Express or Discover
- 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; 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.