

# Checklist of Enrollment Requirements – 2024 NFFE Local Organizing and Recruitment Donation Program

In order to opt-in to the 2024 NFFE Organizing and Recruitment Donation Program, Local Lodges must submit a number of items to NFFE National by close of business on Friday, May 17, 2024. These items should all be submitted to NFFE National at the same time using the contact info at the bottom of this page. The items required for a Local Lodge to successfully opt-in are as follows:

- A current Bargaining Unit Employee (BUE) list(s)
- A current membership list
- A written organizing plan
- A list of the names and contact information of the Local Lodge’s organizing committee
- A specific numerical organizing goal for the Local Lodge
- A completed IAM Local Lodge officers form
- A completed enrollment form signed by the Local Lodge president

In order for a Local Lodge to receive payments from participation in the 2024 NFFE Local Organizing and Recruitment Donation Program, the Local Lodge must turn in to NFFE National a number of additional items. A Local Lodge can opt-in to the program without these items being submitted and complete them during the course of the year; however, no payments will be made to the Local Lodge without the successful completion and submission of these items. These items are as follows:

- A completed copy of the Local Lodge’s most recent IAM audit report from 2022 or later, a verified request to an IAM Grand Lodge Auditor asking for assistance with an audit from 2022 or later, or a Local’s National Business Representative certifying that a Local audit committee has been formed and is actively engaged working toward completing audits from 2022 or later.
- A completed copy of the Local Lodge’s most recent IRS 990 form. Only IRS 990 forms from 2022 or later will qualify.
- A completed copy of the Local Lodge’s most recent LM form. Only LM forms from 2022 or later will qualify.
- Copies of all completed SF 1187’s as members join. These are due at NFFE Headquarters 14 days after being signed by the new member. Please note on the bottom of the form the name of the person who recruited/signed up the new member.

Materials can be submitted by emailing: [newmember@nffe.org](mailto:newmember@nffe.org), faxing: 202-898-1861, or mailing them to: NFFE; Attn: Organizing Dept.; 1225 New York Ave., NW; Suite 450; Washington, D.C. 20005.

All submissions will be acknowledged by email. If you have any questions, please contact your National Business Representative.