



AFA Chapter Annual Activity Plan (AAP) (Updated: Jul, 2023)

Introduction:

The Annual Activity Plan is a way for you to project and prepare for the activities that you wish to accomplish over the coming calendar year. Chapters are required to complete an Annual Activity Plan and Financial Plan, submit Semi-Annual Activity and Financial Reports and update their Officer Rosters each year to remain in good standing and be eligible for any available support funding. Your AAP (approved by State and Region Presidents) is **due to Field Services by 31 December**, so let's get started.

Preparation:

- 1) Before you even find and open up a new Chapter AAP, you should look to pull in some information.
 - a) Pull up, or print a copy of your previous Annual Activity Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at field@afa.org can help.
 - b) Bring your Executive Council together to discuss and develop a plan of events for the coming year.

Note:

Sometimes events will fit across multiple areas. You are quite welcome to list an activity in more than one of the mission areas. For example, a school program where you talk about the Air Force and its mission, provide a scholarship to an Airman's dependent, and recognize a CyberPatriot Team, would easily fit in three of the mission areas.



Mission Area Descriptions

- c) The plans (and reports) are organized along four overarching mission areas: Education, Advocacy, Support, and Communication. Here is a brief summary of the types of activities envisioned in the four areas (Note: these are illustrative and not limiting):
- i) **Education:** This is primarily about the education of our youth: encouraging them to pursue STEM studies & assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP), AFJROTC, AFROTC units (to include Arnold Air Society and Silver Wings).
 - ii) **Advocacy:** Obviously the first thing that comes to mind is associated with working with your legislators. This is important, but the “advocate” mission is also much more. It includes state and local leaders and even the community at large. Our goal is to promote a community understanding of, and support for, a strong air, space and cyber defense. Conducting forums and presentations help in promoting that understanding.
 - iii) **Support:** Our Airmen & Guardians (current and former Active, Guard, Reserve, and AF/SF Civilians) and their families are making (or have made) sacrifices. We owe it to them to provide what support we can. Recognition and award programs, Wounded Airman, and family support are examples of activities that could be captured in this area.
 - iv) **Communication:** We must communicate with our members to inform them of chapter organization activities, to invite or encourage them to participate and pass on other important AFA information. Newsletters, social media and social events are activities that fit in this area. We must also make an effort to reach out to new and prospective members.

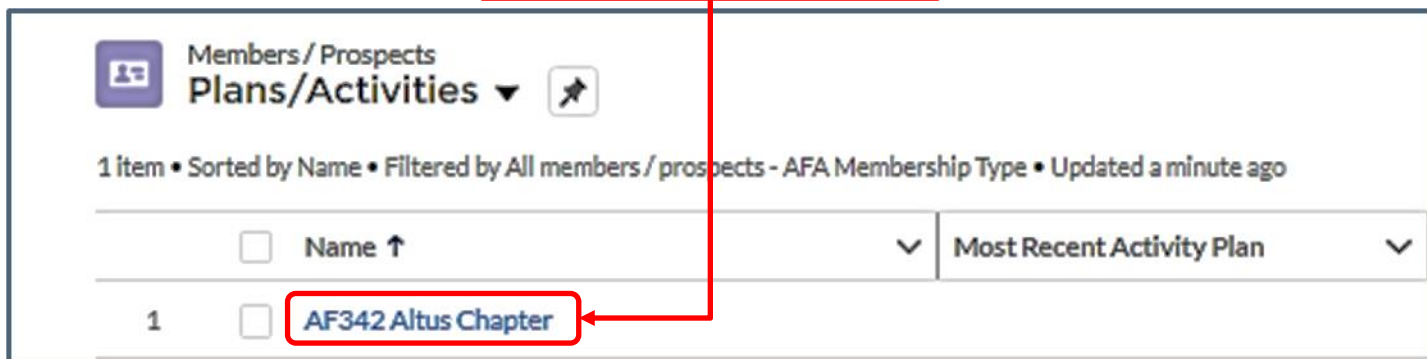
2) With an idea of what you want to accomplish over the next year, you are now ready to head to your Field Leaders Portal and start your new Chapter Annual Activity Plan.

a) At the top of your Field Leaders Portal, select **Reports/Plans**



b) Then select, or tap on **All Plans/Reports.**

c) On the resultant page, select **your chapter organization**



Contact

Name: AF342 Altus Chapter

Primary Phone

Primary Email

Details | **Reports/Plans**

Name

d) Now you need to select or tap on **Reports/Plans**. Yes...it's not readily apparent!

e) On this page, since you are starting a new Activity Plan, select the associated **"New"** button.

Contact

+ Follow Edit

Name: AF342 Altus Chapter

Primary Phone

Primary Email

Details | **Reports/Plans**

Activity Plans (0)	New
Financial Plans (0)	New
Activity Reports (0)	New
Financial Reports (0)	New

New Activity Plan

Information

Activity Plan Name

Activity Plan Period: --None--

Chapter

* Chapter: AF342 Altus Chapter

Submission Status: **Draft**

* Submitted by?

Cancel Save & New Save

f) **IMPORTANT:** Once you have the blank plan open, take note that it is already in **Draft status**. Don't change this until you are ready to submit your plan for approval...we'll cover that later.

New Activity Plan

Review the errors on this page.

These required fields must be completed: Submitted by?, Region Name, State Name

Information

Activity Plan Name

Activity Plan Period

--None--

Submission Status

Draft

* Submitted by?

Complete this field.

System Relationship Info

* State Name

Complete this field.

State Email

* Region Name

Complete this field.

Region Email

Cancel
Save & New
Save

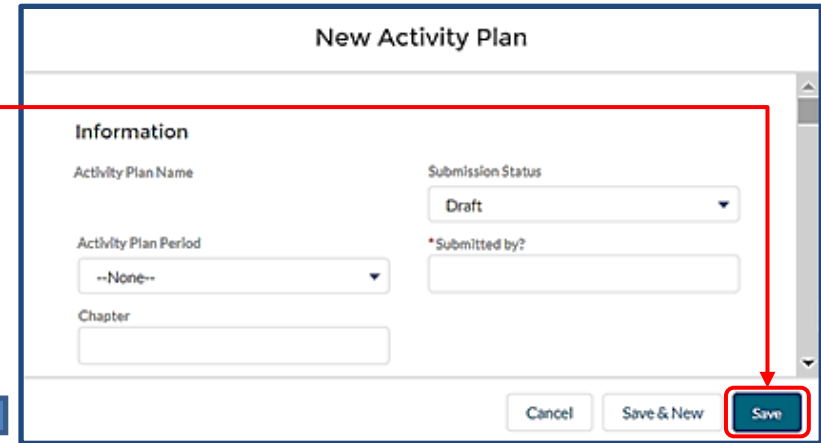
- g) You'll quickly notice that you cannot initially save the new Activity Plan until you have filled in three items.
- i. The name of the person submitting the Plan (usually the president or secretary)
 - ii. The State your Chapter resides in, and...
 - iii. Your Region.

Note:

Please insure these are spelled correctly...the region president and Field Services will sorting on these two terms as they keep track of the AAP process.

Go ahead and fill in the Official Chapter, State and Region Email addresses as well.

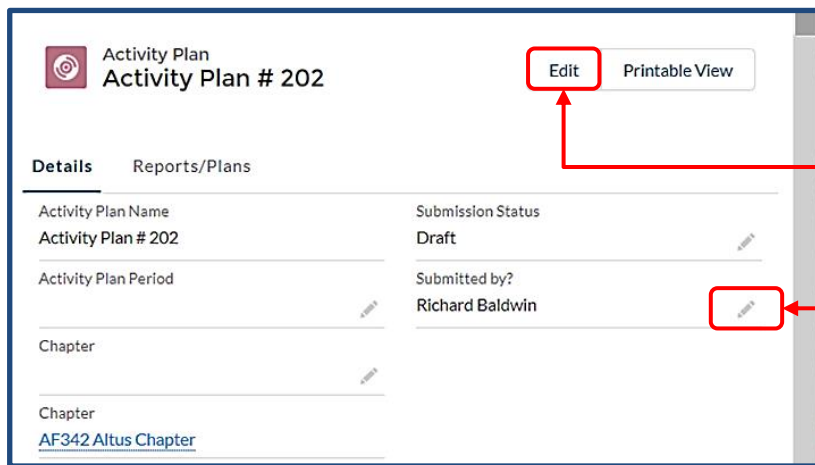
By the way, every time you decide to **save** your document (which should be often) you will pop yourself out of the edit page, back to the actual Plan (below).



The 'New Activity Plan' form contains the following fields:

- Activity Plan Name
- Submission Status (Dropdown menu with 'Draft' selected)
- Activity Plan Period (Dropdown menu with '--None--' selected)
- *Submitted by? (Text input field)
- Chapter (Text input field)

At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'.



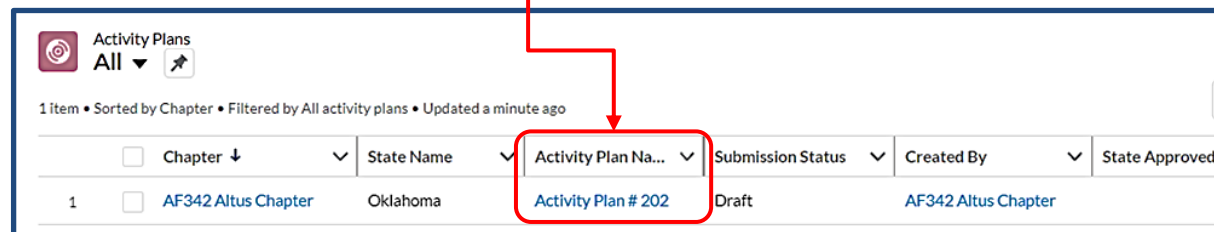
The 'Activity Plan # 202' details page shows the following information:

- Activity Plan Name: Activity Plan # 202
- Submission Status: Draft
- Activity Plan Period: --None--
- *Submitted by: Richard Baldwin
- Chapter: AF342 Altus Chapter

At the top right, there are two buttons: 'Edit' and 'Printable View'.

From here there are three ways to get back into the edit mode.

1. Tap the **"Edit"** button
2. Select any of the **edit pencils** to edit the document directly, or...
3. If you exit the document completely, you can return to the Field Leader Portal, select the **"Activity Plans"** button; find and select your **newly saved plan** and get back to editing.



The 'Activity Plans' list shows a table with the following columns:

	Chapter ↓	State Name	Activity Plan Na...	Submission Status	Created By	State Approved
1	<input type="checkbox"/> AF342 Altus Chapter	Oklahoma	<input type="checkbox"/> Activity Plan # 202	Draft	AF342 Altus Chapter	

Completing the Plan:

- 3) Now you can start filling in the plan.
- a) After you've filled in the three earlier mentioned mandatory items, (submitter's name, state and region), select the appropriate **Activity Plan Period** from the pull-down menu.

The screenshot shows a web form titled "Edit Activity Plan # 202". The form contains several fields:

- Activity Plan Name:** Activity Plan # 202
- Submission Status:** Draft (with a dropdown arrow)
- Activity Plan Period:** A dropdown menu is open, showing options: --None-- (selected), Jan 2024 - Dec 2024 (highlighted with a red box and a red arrow), and Jan 2023 - Dec 2023.
- * Submitted by?:** Richard Baldwin
- Chapter Email:** (with an information icon and an empty text box)

A red line connects the text "Activity Plan Period" in the instructions to the dropdown menu in the form.

- b) **Education** – This section has four sub-areas; use the **notes** below to aid in filling them out.
- i) AE1 – General Aerospace Education (AE) or STEM Programs, **other than CyberPatriot, StellarXplorers, or Teacher of the Year.**
 - ii) AE2 – National Youth Cyber Education Program (CyberPatriot and related programs)
 - iii) AE3 – StellarXplorers
 - iv) AE4 - Teacher of the Year

Notes:

Use the **pull down menu** to enter the number of activities in each of the areas.

Provide a basic description of each activity planned in the **remarks section.**

Keep it simple. Use just enough detail (roughly when, what and maybe where) to let those reading know your intentions.

Spacing between events isn't mandatory, but makes for easier reading.

The screenshot shows the 'Edit Activity Plan # 202' form. The 'Education' section is highlighted. The 'AE1 Planned AE and STEM' dropdown menu is set to '4'. The 'AE1 Remarks: AE and STEM' text area contains the following text: 'Feb: Chapter sponsors and supports the JROTC Military Ball at local high school', 'May: Chapter offers 2 JROTC scholarships to graduating high-school students.', 'May: Chapter President attends and participates in the local JROTC awards ceremony.', and 'Oct: Chapter sponsors and supports local JROTC unit participation in the annual Stem Symposium.' The 'AE3 Planned: STLX' dropdown menu is set to '--None--'. The 'AE3 Remarks StellarXplorers' text area is empty. At the bottom of the form are buttons for 'Cancel', 'Save & New', and 'Save'.

Edit Activity Plan # 202

Education

AE1 Planned AE and STEM ⓘ

4

AE1 Remarks: AE and STEM ⓘ

Feb: Chapter sponsors and supports the JROTC Military Ball at local high school

May: Chapter offers 2 JROTC scholarships to graduating high-school students.

May: Chapter President attends and participates in the local JROTC awards ceremony.

Oct: Chapter sponsors and supports local JROTC unit participation in the annual Stem Symposium.

AE3 Planned: STLX ⓘ

--None--

AE3 Remarks StellarXplorers ⓘ

Cancel Save & New Save

- c) **Advocacy** – Similarly, complete the sections that apply to your chapter under the Advocacy area.
- i) AD1 – Working with national, state, and local legislative/community leadership and Staff
 - ii) AD2 – Recruiting local businesses (Community Partners)
 - iii) AD3 – Outreach programs to the community
 - iv) AD4 – Advocate national defense and aerospace issues to all audiences

Edit Activity Plan # 202

Advocacy

AD1 Planned: National & State ⓘ

--None-- ▼

AD1 Remarks: National/State Legislators ⓘ

AD3 Planned: Outreach ⓘ

--None-- ▼

AD3 Remarks: Outreach ⓘ

AD2 Planned: Community Partners ⓘ

--None-- ▼

Remarks: Recruits Local Business

AD4 Planned: ND & Aerospace Issues ⓘ

--None-- ▼

AD4 Remarks: ND & AE Issues ⓘ

Cancel

Save & New

Save

- d) **Support** – Complete the applicable sections for your chapter.
- i) S1 – Support for Airmen (Active, Guard, and Reserve; includes Space Professionals)
 - ii) S2 – Support for families of deployed Airmen and Space Professionals
 - iii) S3 – Wounded Airman Program
 - iv) S4 – Scholarships and Grants for Airmen, Space Professionals and Families
 - v) S5 – Programs for Vets/Retirees
 - vi) S6 – Programs for Cadets (JROTC, CAP, ROTC)

Support

S1 Planned: Airmen/Guardians ⓘ --None-- ▼	S4 Planned: AFA Scholarship & Grants ⓘ --None-- ▼
S1 Remarks: Airmen/Guardians ⓘ <div></div>	S4 Remarks: AFA Scholarships & Grants ⓘ <div></div>
S2 Planned: Families of Airmen/Guardians ⓘ --None-- ▼	S5 Planned: Veteran & Retiree Programs --None-- ▼
S2 Remarks: Families of Airmen/Guardians ⓘ <div></div>	S5 Remarks: Veteran & Retiree Programs ⓘ <div></div>
S3 Planned: Wounded Airmen ⓘ --None-- ▼	S6 Planned: Supports Cadets ⓘ --None-- ▼
S3 Remarks: Wounded Airmen Program ⓘ <div></div>	S6 Remarks: Supports Cadets ⓘ <div></div>

- e) **Communications** – Complete the applicable sections for your chapter
- i) C1 - activities to facilitate communication with members and prospective members
 - ii) C2 - membership activities
 - iii) C3 - completion of the IRS Form 990
 - iv) C4 - conduct of Executive Committee/Leadership meetings (face-to-face or virtual)
 - v) C5 - chapter sends Delegate(s) to annual National Convention (does not apply to first half semi-annual report)

Communications

C1 Planned: Communicates with Members ⓘ
--None--
Remarks: Communicates with Members ⓘ

C2 Planned: Support Membership Activities
--None--
Remarks: Support Membership Activities

C4 Planned: Chapter Meetings ⓘ
--None--
C4 Remarks: Chapter Meetings ⓘ

C3 Planned: IRS Form 990 ⓘ
--None--
C3 Remarks: IRS 990 Form ⓘ

C5 Planned: Convention Delegates ⓘ
--None--
C5 Remarks: Convention Delegates ⓘ

- f) **Chapter Additional Comments** – There are times when you may want to add additional information or clarification. This section is where that can be accomplished.

The screenshot displays a web form titled "Edit Activity Plan # 202". Below the title is a section labeled "Additional Comments". This section contains four text input fields: "Chapter Comments" (top left), "Region Approved" (top right), "State Approved" (bottom left), and "Region Comments" (bottom right). The "Chapter Comments" field is highlighted with a red box, and a red arrow points from the text "Chapter Additional Comments" in the preceding list item to this field. Another red box encloses the "State Approved" and "Region Comments" fields, with a red arrow pointing from the text "Approval Section" in the following list item to this box. At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save".

- g) The **Approval Section** at the end of the form is reserved for the State- and Region-Level approval status and comments (we'll see more on this on the next page).

Submitting the Plan:

- h) When your team thinks the AAP is complete, select **Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE**.
- 4) Once you have your AAP submitted, your State President will give it a review.
- a) The State President will either approve it with a “Yes” (letting the Region President know it is ready for review), or disapprove it with a “No/Need more info” (to send it back to you for corrections/clarifications as required). Any reason for non-approval should be clearly stated in the State or Region’s **“Non-Approval/Need More Info”** block.
- b) Once the Region President approves the plan, the process is complete.

Edit Activity Plan # 202

Activity Plan Name
Activity Plan # 202

Activity Plan Period
Jan 2024 – Dec 2024

Chapter
AF342 Altus Chapter

Chapter Email ⓘ

Submission Status

- None--
- ✓ Draft
- Submit for Approval**
- Re-Submit for Approval
- State - Submit for Approval
- State - Re-Submit for Approval

Cancel Save & New **Save**

Additional Comments

Chapter Comments

Region Approved
No / Need more info

State Approved
No / Need more info

Region Comments
Chapter's AFP does not reflect its AAP regarding JROTC Scholarships please make adjustments and re-submit.

State Comments
See region coments

Cancel Save & New **Save**

Edit Activity Plan # 202

Activity Plan Name
Activity Plan # 202

Activity Plan Period
--None--

Chapter

Chapter
AF342 Altus Chapter

Chapter Email i

Submission Status

--None--

✓ Draft

Submit for Approval

Re-Submit for Approval

State - Submit for Approval

State - Re-Submit for Approval

Cancel
Save & New
Save

c) If you are required to make corrections use the **Re-Submit for Approval** selection in the Submission Status pull-down menu after you've made the updates. Again, don't forget to **save!**

d) **Be pro-active...**the State and Region presidents in some cases have a large number of plans to review. As the 31 December AAP submission deadline approaches, a friendly phone call, text or email to your State President may be helpful if the **State and Region approved blocks** don't say "Yes".

Activity Plans

All ▼ ✎

1 item • Sorted by Chapter • Filtered by All activity plans • Updated a few seconds ago

New Printable View

☐ Chapter ▼

☐ State Name ▼

☐ Activity Plan Na... ▼

☐ Submission Status ▼

☐ Created By ▼

☐ State Approved ▼

☐ Region Name ▼

☐ Region Approved ▼

☐ Created Date ▼

☐ Last

Search this list...

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1	AF342 Altus C...	Oklahoma	Activity Plan # 202	Re-Submit for Approval	AF342 Altus Chapter	No / Need more Info	Texoma	No / Need more Info	11/23/2023 8:43 AM	11/23/2023 8:43 AM
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NOTE:

If at any time you have trouble regarding the new AAP process, or have any questions regarding this instruction, contact AFA Field Services at field@afa.org.



Survey

How was your experience?
Can we make it better?

Please tap or click here
to take the post-instruction survey for the
Chapter Annual Activity Plan