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# AFA 101

## **Briefing on Chapter/State Operations and Requirements (January 2012)**



# AFA Mission

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The Air Force Association is a non-profit, independent, professional military and aerospace education association. Our mission is to promote a dominant United States Air Force, a strong national defense, and to honor Airmen and our Air Force Heritage. To accomplish this, we:

- **EDUCATE** the public on the critical need for unmatched aerospace power and a technically superior workforce to ensure U.S. national security.
- **ADVOCATE** for aerospace power and STEM education.
- **SUPPORT** the Total Air Force family, and promote aerospace education.



# AFA Vision

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**The Air Force Association will be the premier professional military and aerospace education association in the nation – dedicated to dominant air, space and cyberspace power, a strong national defense, supporting the men and women of the United States Air Force, and world-class aerospace education.**



# AFA Values

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- Integrity First
- Service Before Self
- Excellence in All We Do
- Independence and Non-Partisanship
- Diversity and Inclusiveness



# Purpose of AFA 101

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- To acquaint AFA Volunteers with their responsibilities as Field Leaders.
- To review Chapter Operations and procedures.



# Overview

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- Organizational Requirements
  - State and Chapter
- The Money Formula
  - Planning Requirements
  - Reporting Requirements
  - Program Requirements
  - Communication Requirements
  - Membership Requirements
- Tips and Other Things to Consider



# State Organizational Requirements

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- At least 2 active chapters
- Approved constitution and bylaws
- Sponsor an annual state convention to include business meeting/election of officers
- Sponsor a minimum of four state executive committee meetings



# State Organizational Requirements

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- AND ...
  - File Annual Activity and Financial Plans annually, along with an Officer Roster (new each October)
  - File Quarterly Activity and Financial Reports



# State Organizational Requirements (Cont)

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- Officers
  - ◀ Elected
    - President, Vice President, Secretary, Treasurer (Sec/Treasurer may be combined)
  - ◀ Appointed
    - VPs (as many as you want for each function)
- Executive Committee
  - ◀ ALL state officers & chapter presidents



# State Organizational Requirements (Cont)

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- Annual
  - File Annual Activity and Financial Plans annually, along with an Officer Roster



# Chapter

## Organizational Requirements

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- Minimum of 20 voting members
- Approved constitution and bylaws
- Minimum of 3 elected officers
  - ◀ AFA Field Operations Guidebook lists responsibilities of each elected officer
- Chapter Officer Roster filed annually
- Properly submitted reports



# The Chapter Officers

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What does that title mean?

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*Educate*

*Advocate*

*Support*



# Requirements to Hold Office

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- Elected Officers (3 or 4)
  - Current Member of AFA
    - Expanded Membership Definition with 501(c)(3) status
    - Anyone can be a member
  - Affiliated with the Chapter
- Appointed Officers
  - Current Member of AFA
  - Affiliated with the Chapter



## ... and Notice That ...

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- The “*Contact-Select-Invite*” Goals of the Chapter Plan are all included as an *italicized* task in one of these job descriptions
  - Especially your APPOINTED vice-presidents
  - So ... if the job isn’t filled ...
  - Someone else will have to pick up the responsibility



# Chapter President



- Recruits new AFA members
- Conducts 12 monthly Executive Committee meetings w/Agendas
- Conducts 4 quarterly chapter programs
- Attends 4 quarterly state meetings (if held by State)
- Attends Regional meetings
- Conducts other planning and organizing sessions as required
- Recruits and mentors new officers



# Chapter President (Cont)



- Appoints committee VP's
- Prepares/Submits Annual Activity Plan
- Submits Annual Financial Plan
- Submits Officer Roster
- Submits 4 Quarterly Activity Reports
- Submits individual and unit awards to state
- *Makes personal contact with senior officers/NCOs at least once per quarter*
- *Makes personal contact with representatives of aerospace industry (if located in chapter area)*



# Vice President

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- Recruits new AFA members
- Normally in line to succeed the President
- 12 monthly Executive Committee meetings
- 4 quarterly chapter programs
- Other items as directed by the President



## Vice President (Cont)

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- Trains to replace president
- Assists President in all aspects of operations
- Recruits, mentors and coaches other officers
  - Assumes special project assignments



# Secretary\*

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- Recruits new AFA members
- Prepare Chapter Officer Roster
- Prepares 4 Quarterly Activity Reports
- 12 monthly Executive Committee meetings
- 4 quarterly chapter programs
- Custodian of the Chapter Constitution
- Other items as requested by President

\* May be combined with Treasurer



# Treasurer\*

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- Recruits new AFA members
- Prepare 4 Quarterly Financial Reports
- Prepare and monitor annual chapter budget
- 12 monthly Executive Committee meetings
- 4 Quarterly Chapter Programs
- Other items as requested by President

\* May be combined with Secretary



# Appointed Vice Presidents/Committees

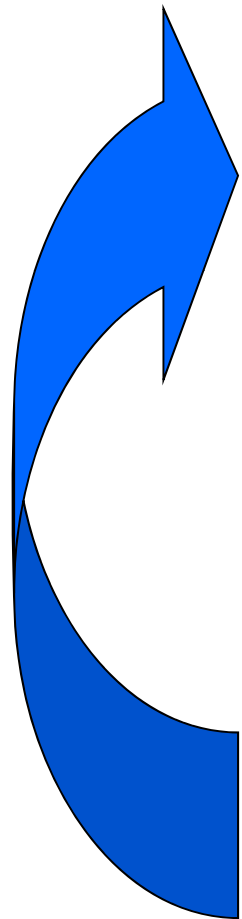
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- Leadership Development
- Programs
- Membership
- Community Partners
- Communications
- Aerospace Education
- Government Relations
- Veterans Affairs
- Awards
- Cadet Operations



# The Way it Works ...



- **More active members = more vice presidents**
- **More vice presidents = more to report**
- **More to report = more money for your chapter**
- **More money = more programs**
- **More programs = AFA's mission is met**
- **Achieving the mission = more active members**



# Leadership Development

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- Serve as chairman of chapter nominating committee
- Complete reports as directed
- Introduce and provide leadership training
- Assess the performance of members for future advancement
- Assist in awards program for those who have done a good job
- Insure all required term limits are enforced
- Attend executive committee meetings



# Programs



- Coordinate programs which achieve the goals of the Strategic Plan for the year (“Conduct or Support” goals listed on the next slides)
  - Look for “*Contact-Select-Invite*” goals under the job descriptions of each appointed vice-president
- Brief on status of all programs at monthly executive committee meetings



# Programs

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- At least one outreach program for non-choir audience per year
- At least one program for AFA members that promotes an understanding of national defense or aerospace issues per year
- At least one aerospace or science, technology, engineering and math (STEM) program per year
- At least one program to recognize/support USAF/ANG/AFRES



## Programs (Cont.)

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- At least one program to support families of the deployed forces
- An education program or activity for dependents
- At least one program to support veterans/retirees per year (with Veterans Affairs VP)
- At least one program to support CAP, JROTC or AFROTC (with Cadet Operations VP)



# Membership

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- Conduct Quarterly Membership Drives
  - Participate in one annual national membership awareness campaign
  - *Implement membership retention program*
  - Download unit roster monthly
  - Send letter to newly affiliated members
  - Send letter to lapsed members
  - Provide names of new members to communications VP for newsletter
  - Monitor chapter success for membership awards (Jack Gross & Storz Awards)
  - Provide membership report at each executive committee meeting
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## Community Partners

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- Process renewal applications
- Review unit roster to insure membership
- Provide names of new community partners to newsletter
- Provide community partners report at each executive committee meeting
- Train members on how to recruit community partners
- Conduct membership drives as needed



# Communications

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- Prepare Quarterly Newsletter
- Ensure proper distribution
- Maintain Address Book for emailing to members
- Attend all executive committee meetings



# Aerospace Education

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- Be the Chapter Resource and Monitor for AE Programs
  - *CyberPatriot*
  - Visions of Exploration
  - *Chapter/State/National Teacher of the Year*
  - Educator Grants
  - Spouse Scholarships30
  - Jodi Callahan Award
  - Pitsenbarger Award
- Ensure Chapter qualifies for AFA AE Awards
- Attend all executive committee meetings
- Coordinate all these programs with communications VP to ensure proper dissemination
- *Make personal contact with Base Education Center to increase their knowledge of AFA scholarships/grants*



# Government Relations

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- *Make annual contact with each member of the House of Representatives (or staff) in your chapter area*
- *Secure acceptance of AFA (complimentary) membership for members of congress in your area*
- *Invite local/state/national politicians and/or staff representatives to chapter events*
- Ensure congressional members in your area join AF Caucus
- Review the “Government Relations” Section of the AFA Web site often
- Brief Key Government Relations activities at the monthly executive meetings
- Provide input to the Newsletter



# Veterans Affairs

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- Review Legislative Update, Key Legislation, and Legislative Achievements of the “Government Relations” Section of the AFA Web site often
- Be active with other Veteran Groups in your area
- Brief Key Veteran Affairs at the monthly Executive Committee meetings
- Provide input to the Newsletter
- Conduct at least 1 veteran/retiree program per year



# Cadet Operations

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- Conduct at least one cadet program per year
- Monitor the CAP Unit and Aerospace Educator Grants
- Monitor the JROTC Grants
- Assist in the presentation of CAP/JROTC/AFROTC awards
- Maintain close liaison with all CAP/JROTC/AFROTC units in the area
- Obtain input to the newsletter from these units
- Attend the monthly executive committee meetings



# Awards



- Coordinate with VP for Leadership Development and recommend members for awards
- Monitor the Chapter Matching Grant Program
- Monitor the CAP/JROTC/AFROTC awards program
- Provide Award information for the newsletter
- Attend the monthly executive committee meetings



# The Money Formula

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## *How Do You Get Money From AFA HQ?*

- Membership Rebates to Chapters
- Chapter Support Payments
- State Support Payments
- State Allocations
- Community Partners



# Membership Rebates (Chapters)

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- New Member
  - New Members
    - (1 year) - \$15.00
    - (3 year) - \$25.00
  - New (*not converted*) Life - \$45.00  
(when the final payment is made)



# Membership Rebates (Chapters)

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No \$ rebates for the following:

- Renewals
- Half-price members (but are counted as ½ member for membership goals). Includes Cadets, Jr. Enlisted.
- Complimentary memberships (are not included towards membership goals)
- Community Partners (but, fully count towards membership goals)



# Quarterly Support Payments (Chapters)

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- For each qualified member affiliated with the chapter except for ...
  - New chapter recruited members in the last 12 months
  - Half-price or complimentary members
  - Community Partners
- Base amount for current chapter support payments is figured at \$.57 per person, per quarter or \$2.28/year



# Quarterly Support Payments (States)

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- For each qualified member affiliated with a chapter in the state
- Current state support payments are figured at \$.195 per person, per quarter or \$.78/year



# Quarterly Allocations (States)

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- An allocation is paid to each State for each active, qualified chapter in the state.
- \$48.00 per quarter per chapter
  - Amount is increased or decreased based on the performance of the chapter



# The Kicker

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Some payments are based on performance

- Each **chapter** earns actual support payments based on meeting quarterly activity requirements
  - A percentage of the base amount for each requirement
- Each **state** receives an allocation based on how well the chapters do
- Your money is inextricably intertwined



# Chapter Requirements

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- Annual
  - File Annual Activity and Financial Plans annually, along with an Officer Roster
- Quarterly
  - Submit Quarterly Activity and Financial Reports
  - Accomplish chapter goals that meet or exceed requirements in support of the Strategic Plan
  - Distribute one newsletter per quarter
  - Meet quarterly membership goals



# Community Partners

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- Businesses/organizations supporting AFA
  - Instant source of revenue for **chapters**
    - Regular membership for one or two
    - Category one \$90.00
      - \$45.00 stays with the chapter
    - Category two \$180.00
      - \$90 stays with the chapter
  - Handsome plaque with window decal
  - Recognition in chapter newsletters
  - Annual renewal is critical



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# The Support Payment Formula

*(Same since 2009)*

Earn 100% and More!



# The Basic Support Payment Formula

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- 0% - Prerequisites to ANY Payment
  - » Officer Roster
  - » Annual Activity/Financial Plans
  - » Quarterly Activity/Financial Reports
- 25% - Complete 1 “Conduct-Support” Goal
- 25% - Complete Any Other Goal
  - » Another “Conduct-Support” Goal
  - » Other (“Contact-Select-Invite) Goal
- 25% - Newsletter
- 25% - Membership

TOTAL = 100%

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*Educate*

*Advocate*

*Support*



# Performance Criteria Summary



PAYMENTS FOR AFA CHAPTERS AND STATES (QUARTERLY)				
Effective as of Jan-Mar 2009 quarter				
PERFORMANCE CRITERIA		% PAID	DUE TO AFA HEADQUARTERS	NOTES
<b>CHAPTERS</b>				
<b>ROSTERS, PLANS AND REPORTS</b>				
Officer Roster (Top 4 Minimum) Submitted	Submit During Oct	x	Prior to 10/31	1
IRS Form 990 (Where applicable)	If required by IRS	x	When due to IRS	
Annual Financial Plan	Submit During Oct - Dec Quarter	x	Prior to 12/31	1,2,3
Annual Chapter Plan	Submit During Oct - Dec Quarter	x	Prior to 12/31	1,2,3
Quarterly Activity Report	Each Quarter	x	45 days after Quarter ends	1,2,3
Quarterly Financial Report	Each Quarter	x	45 days after Quarter ends	1,2,3
<b>PROGRAMMING</b>				
Program (Conduct or Support) Goal		x 25%	On Quarterly Activity Report	
Program (Any Goal)		x 25%	On Quarterly Activity Report	
<b>COMMUNICATIONS</b>				
Quarterly Newsletter		x 25%	Submit Copy with Quarterly Activity Report	4
<b>MEMBERSHIP</b>				
New Chapter-Recruited Members equal to 0.75% of Chapter Total (at the start of the Operating Year -- Sep.30 figure) or 1 Member, Whichever is Greater		x 25%	No report required. Computed by HQ from applications received AND processed during the reporting quarter.	5
<b>TOTAL</b>		<b>T=100%</b>		
<b>ADDITIONAL FUNDS THROUGH</b>				
Extraordinary Membership = 1.5%		25%		6
OR		or		
Additional Conduct or Support Goal and can also apply for Chapter Matching Grant Other Than Education (OTE)	Request from Headquarters	25%		6
			Min \$200; Max \$1,000	7
<b>NOTES:</b>				
1) Required to be submitted before any funds will be paid to the chapter for this or any subsequent quarter.				
2) Required to be submitted before any funds will be paid to the chapter for this quarter. (Due 15th day of 2nd month following the quarter and NLT the last day of the last month of the quarter following the quarter being reported on.)				
3) Item must be endorsed by State and Region Presidents as appropriate.				
4) State President may excuse chapters from ONE quarter if approval is given in advance.				
5) Cumulative, not retroactive.				
6) Can earn extra level of support by either/or but NOT BOTH.				
7) MUST reach 100% level of support to be eligible. Can receive in addition to 25% Bonus.				
<b>NEWLY CREATED CHAPTERS</b>	Guaranteed a minimum payment of \$50 per quarter for 3 years (waiverable to 5)			
<b>STATES</b>				
Officer Roster (Top 4 Minimum) Submitted	Submit During Oct		31-Oct	
Conduct State Meetings	Each Quarter			
Make State Reports	Each Quarter		End of the Quarter	
NOTE: If State requirements are met, State SUPPORT payments will be made regardless of the performance of individual chapters.				
<b>ALLOCATIONS</b>				
<b>STATES</b>				
Paid same percent of per-chapter allocation of \$48 as that chapter qualifies for				
Requirements based on operating year October 1 through September 30 of subsequent year and became effective (along with the changes to the new and renewal rebates) on January 1, 2009				

Performance\_Criteria\_Summary 2009

10/8/2008

Educate

Advocate

Support



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## Roster & Planning Requirements

**No \$\$\$ until the paperwork is done!**



# State/Chapter Officer Roster

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- AFA HQ required to furnish IRS a complete roster of all field units
- AFA HQ also uses the roster to compile and update HQ's mailing list
- No payments if CURRENT roster and Annual Plans are not on file with AFA National



Air Force Association  
**Chapter/State Officer Roster Form**

*Under the Charter of AFA's National Constitution, one must be a regular member of the Association to qualify for any office of President, Vice President, Executive, Treasurer, Past President, or other positions.*

*Please indicate appropriate name, contact person and address to which all mail should be sent.*

**Chapter/State Name:** \_\_\_\_\_ Date \_\_\_\_\_

Attn: \_\_\_\_\_ Address: \_\_\_\_\_

**President:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_

Membership Address: \_\_\_\_\_ Membership Address \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Membership Number \_\_\_\_\_ Membership Number \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Treasurer:** \_\_\_\_\_

Membership Address \_\_\_\_\_ Membership Address \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Membership Number \_\_\_\_\_ Membership Number \_\_\_\_\_

*Positions listed below are appointive and therefore not subject to the above requirements.*

**VP/Aerospace Education:** \_\_\_\_\_

Membership Number \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Member Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**VP/Communications:** \_\_\_\_\_

Membership Number: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Member Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**VP/Govt. Relations-Veterans Affairs:** \_\_\_\_\_

Membership Number: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Member Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**VP/Leadership Development:** \_\_\_\_\_

Membership Number \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Member Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**VP/Membership:** \_\_\_\_\_

Membership Number \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Member Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

COPIES  
OF THIS FORM ARE AVAILABLE FROM THE AIR FORCE ASSOCIATION  
MEMBERSHIP DEPARTMENT, 1100 AVENUE OF THE STARS, WASHINGTON, DC 20314

7/00



# State/Chapter Officer Roster

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- If you use your own form ...

Joe J. Jones

1234 Main

Somewhere, USA 00001

[\(951\) 389-7878](tel:(951)389-7878) [\(951\) 679-9642](tel:(951)679-9642)

...make the home phone the **first** one or better yet indicate

(H) (O) (C)



# Annual Activity Plan

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- **MUST** use the Planning Template
  - Automatically aligns chapter with AFA Strategic Plan
  - Available on [www.afa.org](http://www.afa.org)
- **SHOULD also** set annual schedule
  - Quarterly Programs Purpose
    - Projected date/location
  - Monthly Meetings (Executive Committee, Membership, etc.)
  - Special Meetings (Special programs, etc.)



# Annual Activity Plan Where Can I Find It?



[www.afa.org/members/library.asp](http://www.afa.org/members/library.asp)

## Field Operations

### Planning 2012

AFA Strategic Plan 2012-2014   
Planning and Reporting Template 2011 (MS Word)  
Planning and Reporting Template 2012 (MS Word)

### PowerPoint Presentations

AFA Brief  
AFA 101  
AAS/SW/AFA/ROTC Working  
Together  
Chapter Rejuvenation Plan  
Contact Congress

### Chapter News in *Air Force Magazine*

### Forms

Quarterly Financial Report (MS Word) - *New for 2010*  
Quarterly Activity Report (MS Word)



# Annual Activity Plan (Cont)

## Minor 2012 Update from 2011



### USING THE PLANNING AND REPORTING TEMPLATE FOR 2012

#### **INSTRUCTIONS AND GUIDELINES FOR DEVELOPING REGION/STATE/CHAPTER ANNUAL ACTIVITY PLANS AND COMPLETING QUARTERLY ACTIVITY REPORTS**

Use this template to develop annual activity plans for regions (optional), states (optional), and chapters. Use the SAME template for chapter and state quarterly activity reports (required) and regions (optional). Due to the late publication of this template revision, plans and activity reports for 2012 may be submitted using this template or the template used for the 2011 planning year. Regions and states will assist chapters as necessary.

This planning and reporting template is adapted from the AFA Strategic Plan for 2012-2014 and contains the Strategic Themes and Goals that apply to AFA regions, states, and chapters. Only those goals that apply to the field are included. AFA HQ Goals are omitted. The goals listed are some that address chapter and state activities that specifically support the current Strategic Plan and are specifically suggested as activities that the organization should undertake. At the same time, it is recognized that the activities and goals of each organization are unique. Select for accomplishment only those that align with the Chapter and State activities and priorities. There are blank rows for each organization to include additional goals if desired. Do not delete any of the goals listed, but it is acceptable to add as many additional goals as are appropriate. Refer to the Air Force Association Strategic Plan for 2012-2014 for additional information as needed, and indicate in parenthesis in the left hand column the specific strategic objective that these added goal supports.

**ANNUAL ACTIVITY PLANS.** Use this template to build the Annual Activity Plan. Complete the "Header" information and indicate that this is the plan for 2012 by placing an "X" in the block marked "Annual Activity Plan." Complete the rest of the plan by placing the number of activities (1, 2, 3, etc.) that are planned to be conducted for each goal during that quarter in the column marked "P" for *Planned*. For each Goal, briefly explain in the remarks section what activity is planned. For example: "Conduct Teacher Workshop in mid Feb." If you put a number in the "P" column, you must include a brief explanation in the "Remarks" column. Some goals may not apply to your organization. If so, leave that block blank. There is no requirement to complete all goals. After you have completed the plan and endorse it, save the file with your chapter number and label it (for example, as "398AAP2012"). Chapters should then E-mail this plan to the State President for review and endorsement. He or she will date and type their name in the appropriate "certified" block and then forward to the Region President for review and endorsement. The Region President will forward it to AFA Headquarters for processing. The 2012 Annual Activity Plans are due to AFA Headquarters not later than 31 December 2011.

**QUARTERLY ACTIVITY REPORTS.** Use your completed Annual Plan as a starting point to file out your first Quarterly Activity Report (required for chapters and states, optional for regions). Open your Plan and "Save As," relabeling the file name for the current quarter report (for example, "398 1Q-12 Activity Report"). Complete the "Header" information, making sure it is marked as a Quarterly Report (not annual plan) and indicate the period covered by placing an "X" in the appropriate block. Complete the report by placing the number of activities actually "*Accomplished*" for that quarter in the "A" column (1, 2, 3, etc. Do not simply place an "X" or "check"). If you put a number in the "A" column, you must make corresponding comments in the "Remarks" column to explain each activity. To do that, first delete all remarks remaining from the previous Plan (but always

Revised November, 2011

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**Now begins with a description of plans, reporting, and payments**

*Educate*

*Advocate*

*Support*



# Annual Activity Plan (Cont)

## Minor 2012 Update from 2011



**PLANNING AND REPORTING TEMPLATES FOR 2012**  
(Chapters and States)

AFA Annual Activity Plan (AAP), Quarterly Activity Report (QAR)				
CALENDAR YEAR (1 Jan-31 Dec): 2012	Annual Activity Plan: ___		Quarterly Activity Report: ___	
CALENDAR QUARTER (1 <sup>st</sup> Jan-Mar; 2 <sup>nd</sup> Apr-Jun; 3 <sup>rd</sup> Jul-Sep; 4 <sup>th</sup> Oct-Dec). Place an "X" next to the appropriate Quarter for Quarterly Reports:	Jan-Mar ___	Apr-Jun ___	Jul-Sep ___	Oct-Dec ___
REGION NAME:	CERTIFIED (DATE/President's Name):			
STATE NAME:	CERTIFIED (DATE/President's Name):			
CHAPTER NUMBER:	CERTIFIED (DATE/President's Name):			
CHAPTER NAME:				

The following pages separate your goals into groups in order to make both planning and reporting easier. These groups are as follows:

- Activities/Programs **CONDUCTED OR SUPPORTED** by the Chapter
- **OTHER** Chapter Activities
- **COMMUNICATIONS** and **MEMBERSHIP** goals

**Note:** The number in parenthesis at the beginning of each suggested activity ties it to a specific Strategic Objective in the current AFA Strategic Plan

(The section for goals for the State organization are on page 10)



# Annual Activity Plan (Cont)

## Minor 2012 Update from 2011



Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: Remarks: (May be brief, but must contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER</b>									
(1a) Chapter conducts or supports at least one outreach program per year to communicate the AFA message to non-AFA audience.									
(1a) Chapter conducts or supports at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.									
(3a) Chapter (near an active duty, guard, reserve unit, or a senior AFROTC unit) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.									
(3a) Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one base or unit program annually for the families of deployed or wounded airmen.									
(3b) Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to recognize and support the families of airmen in the achievement of their educational goals.									
(3c) Chapter conducts or supports at least one Veteran/Retiree program per year.									
(3d) Chapter (near a cadet activity) conducts or supports at least one program per year to recognize or support the cadets and encourage their participation in the AFA. This includes Jr. / Sr. AFROTC (especially AAS/SW members), CAP, USAFA and their leadership									
(3h) Chapter conducts or supports at least one aerospace education program per year, emphasizing the need for study of STEM									
(3h) Chapter contacts local high schools and CAP squadrons to encourage participate in the Cyber Patriot competition and supports the efforts of the teams that enter.									

Revised November, 2011

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### Conduct or Support Goals listed first

*Educate*

*Advocate*

*Support*



# Annual Activity Plan (Cont)

## Minor 2012 Update from 2011



Note: "P" = "Planned" and "A" = Actual. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: May be brief, but <u>must</u> contain sufficient detail to explain what you did. Always include the what, who, who, how many, how much, type of info. Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>OTHER CHAPTER ACTIONS</b>									
(1a) Chapter identifies and supports Air Power Advocates to work with AFA HQ in educating the public and local legislators about airpower and national defense issues.									
(2b) Chapter annually makes personal contact with each member of the House of Representatives or staff within their chapter area and encourages staff involvement with AFA activities.									
(2b) Chapter personally contacts each Member of the House of Representatives (or staff) in their chapter area at the start of each new Congress (every 2 years) to offer and encourage acceptance of complimentary AFA Membership.									
(2b) Chapter invites local/state/national politicians and/or staff representatives to chapter events.									
(3b) Chapter (near AF installations) contacts the Base Education Officer at least once per year to build awareness of AFA scholarship and grants opportunities.									
(3e) Chapter (near AF installations) makes personal contact with senior officers/NCOs at least once per quarter to build USAF leadership-AFA-relationships and encourage membership, participation and involvement with AFA activities.									
(3f) Chapter (makes contact with local business and industry leadership to build strong relationships, including inviting membership as a community partner in and support of chapter activities and events.									
(3f) Chapter selects a Teacher of the Year.									

Revised November, 2011

7

**Other Chapter Actions begin on Page 7**

*Educate*

*Advocate*

*Support*



# Annual Activity Plan (Cont)

## Minor 2012 Update from 2011



	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: May be brief, but <u>must</u> contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>STATE GOALS</b>									
(1a) State identifies and supports Air Power Advocates to work with AFA HQ in educating the public and local legislators about airpower and national defense issues.									
(2b) State annually makes personal contact with each Senator or his/her staff and encourage staff involvement with AFA activities.									
(2b) State contacts each Senator (or staff) at the beginning of each new Congress (every 2 years) to offer and encourage acceptance of a complimentary AFA Membership.									
(3f) State annually selects a State Teacher of the Year.									
(4a) State identifies and develops existing and emerging leaders to support the mission and vision of the AFA at the field and HQ level.									
(4b) State actively works with chapters to encourage and facilitate their continual improvement of their performance.									

**State Goals on Page 10**

*Educate*

*Advocate*

*Support*



# Annual Financial Plan

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## Annual Budget

### Estimated Income

- Support Payments
- Membership rebates
- Community Partner income
- Program income (e.g. fundraisers)
- Special funding
- Newsletter advertising income
- Additional income

Total = \$\$\$



# Annual Financial Plan (Cont.)

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## Estimated Expenses

- Programs/special functions/receptions
- Aerospace Education/ROTC/CAP support
- Awards
- Support to attend state, regional and/or national meetings and events
- Postage, copies, phone calls, etc.
- Contributions to regional/state events
- Projected purchases from National



# Annual Financial Plan (Cont.)

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- No prescribed format ...

BUT...

- Since Activity Plan is done on a quarterly basis – most Financial Plans should be also



# Due Dates

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- Oct. 31<sup>st</sup> - State/Chapter Officer Rosters
  - ◀ **Original** to AFA HQ ATTN: Field Services
  - ◀ **Copy** to Region & State Presidents
- Dec. 31<sup>st</sup> - Annual Activity and Financial Plans
  - ◀ **Send through** the State and Region Presidents for Endorsement
- **Note: No payments are made to Chapters unless Officer Rosters and Annual Plans are on file with AFA HQ**



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# Reporting Requirements

No \$\$\$ until the paperwork is done!



# Quarterly Activity Report

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- Should cover every activity
  - Activities are meetings, programs, award ceremonies, special events and anything else chapter members did
  - Be sure to include event synopses, participation in region and state activities, and other items of note like printing of quarterly newsletters, submission of reports, etc.
- Must have sufficient detail so that a reasonable person will know what the chapter did



# Quarterly Activity Report

+ Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan- Mar Events		Apr- Jun Events		Jul-Sep Events		Oct-Dec Events		<b>Remarks:</b> (May be brief, but <u>must</u> contain sufficient detail to explain what you did. <b>Always include the what, when, who, how            many, how much, type of info.</b> Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER</b>									
<b>1a.</b> Chapter conducts or supports at least one outreach program for non-AFA audience per year.	1				1				Feb: Kiwanis Club program. Jul: Co-sponsor trip to the AF Museum
<b>1b.</b> Chapter conducts at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.			1						May: Base representative speak to chapter meeting on unit missions
<b>1c.</b> Chapter conducts or supports at least one aerospace education program per year.			1						Apr: Three chapter members serve as judges for HS science fair.
<b>1d.</b> Chapter conducts or supports at least one aerospace or, science, technology, engineering, and math (STEM) program per year.									
<b>3a.</b> Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.					1				Jul: Present chapter military awards at Base Recognition Dinner
<b>3b.</b> Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to support the families of the deployed forces.					1				Jul: Organize Family Appreciation Picnic
<b>3c.</b> Chapter conduct or support an education program or activity for dependents.	1								Mar: Support "Educational Opportunities" night at the HS with information on AF related scholarships
<b>3d.</b> Chapter conducts or supports at least one Veteran/Retiree program per year.							1		Nov: Co-sponsor joint services float in Veterans Day Parade
<b>3e.</b> Chapter (near a cadet activity) conduct or support at least one program per year.							1		Sponsor rocket competition for JROTC Det. 567
<b>4c.</b> Chapter conduct one annual local membership drive/AFA awareness campaign.			1						Jun: Month long drive at ANG meetings and at BX
		#		#		#		#	
<b>FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the "Plan" column.)</b>									



# Quarterly Activity Report Example ...



Not acceptable ... Too brief/no detail ...

Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks (may be brief, but must contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER</b>									
1a. Chapter conducts or supports at least one outreach program for non-AFA audience per year.	1	1			1				
1b. Chapter conducts at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.			1						
1c. Chapter conducts or supports at least one aerospace education program per year.			1						
1d. Chapter conducts or supports at least one aerospace or, science, technology, engineering, and math (STEM) program per year.									
3a. Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.					1				
3b. Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to support the families of the deployed forces.					1				
3c. Chapter conduct or support an education program or activity for dependents.	1	1							
3d. Chapter conducts or supports at least one Veteran/Retiree program per year.							1		
3e. Chapter (near a cadet activity) conduct or support at least one program per year.							1		
4c. Chapter conduct one annual local membership drive/AFA awareness campaign.			1						
		#		#		#		#	
<b>FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (include the number of events that qualify in the "Plan" column.)</b>		2							

All chapters must conduct or support one program/activity per quarter to qualify for 25 % of the support payment. If the chapter conducts two programs/activities, they qualify for 50 %. (if rosters, plans, and reports are submitted)



# Quarterly Activity Report Example ...

**Not acceptable ... Too brief ...**

- **AND** ... It gives the State President no basis to make the entry he/she **MUST** make at the bottom
- Remember the State President **MUST** certify goal accomplishment

drive/AFA awareness campaign.		#	#	#	#	
<b>FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the "Plan" column.)</b>		2				

All chapters must conduct or support one program/activity per quarter to qualify for 25 % of the support payment. If the chapter conducts two programs/activities, they qualify for 50 %. (if rosters, plans, and reports are submitted)



# Quarterly Activity Report Example ...

**Better picture of what the chapter actually did**

Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: (May be brief, but must contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER</b>									
<b>1a.</b> Chapter conducts or supports at least one outreach program for non-AFA audience per year.	1	1			1				Chapter President gave speech at Kiwanis Club Meeting
<b>1b.</b> Chapter conducts at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.			1						
<b>1c.</b> Chapter conducts or supports at least one aerospace education program per year.			1						
<b>1d.</b> Chapter conducts or supports at least one aerospace or, science, technology, engineering, and math (STEM) program per year.									
<b>3a.</b> Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.					1				
<b>3b.</b> Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to support the families of the deployed forces.					1				
<b>3c.</b> Chapter conduct or support an education program or activity for dependents.	1	1							Provided information on education/scholarship opportunities in the Air Force to High Schools
<b>3d.</b> Chapter conducts or supports at least one Veteran/Retiree program per year.							1		
<b>3e.</b> Chapter (near a cadet activity) conduct or support at least one program per year.							1		
<b>4c.</b> Chapter conduct one annual local membership drive/AFA awareness campaign.			1						
		#		#		#		#	
<b>FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the "Plan" column.)</b>		2							

All chapters must conduct or support one program/activity per quarter to qualify for 25 % of the support payment. If the chapter conducts two programs/activities, they qualify for 50 %. (if rosters, plans, and reports are submitted)



# Quarterly Activity Report Example ... Most thorough



Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: (May be brief, but must contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
<b>ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER</b>									
<b>1a.</b> Chapter conducts or supports at least one outreach program for non-AFA audience per year.	1	1			1				Chapter President gave speech on Air Force needs at Kiwanis Club Meeting – 10 chapter members and 35 non-members present.
<b>1b.</b> Chapter conducts at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.			1						
<b>1c.</b> Chapter conducts or supports at least one aerospace education program per year.			1						
<b>1d.</b> Chapter conducts or supports at least one aerospace or, science, technology, engineering, and math (STEM) program per year.									
<b>3a.</b> Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.					1				
<b>3b.</b> Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to support the families of the deployed forces.					1				
<b>3c.</b> Chapter conduct or support an education program or activity for dependents.	1	1							Chapter sponsored "AF Opportunities in Education" night for 47 Southside H.S. Juniors ... see attached.
<b>3d.</b> Chapter conducts or supports at least one Veteran/Retiree program per year.							1		

<b>+</b> ADDITIONAL REMARKS (Please reference Para and sub Para number (i.e. 2a):
1. "AF Opportunities in Education" night featured AF Recruiter talking about education through CCAF for the AF Enlisted force and chapter members who had completed all or part of their undergraduate education with AF help --- ROTC scholarships, USAF Academy]



# Quarterly Financial Report

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- Must contain complete itemization and details of all receipts and disbursements
- Receipts and vouchers must be kept in the unit's files
- Required to protect the individual who received the funds, the unit and the Association



# NEW Quarterly Financial Report



Use additional form or spreadsheet if necessary

  
AIR FORCE ASSOCIATION  
QUARTERLY FINANCIAL FORM

UNIT NAME		STATE	
REPORT COMPLETED	Year	FOR THE FOLLOWING QUARTER	Year
1 <sup>ST</sup> JANUARY-MARCH	Year	3 <sup>RD</sup> JULY-SEPTEMBER	Year
2 <sup>ND</sup> APRIL-JUNE	Year	4 <sup>TH</sup> OCTOBER-DECEMBER	Year

1. CASH IN BANK AND ON HAND AT BEGINNING OF QUARTER ..... \$
2. RECEIPTS FROM AFA NATIONAL ..... \$
3. OTHER RECEIPTS ..... \$
4. TOTAL RECEIPTS (Lines 2 & 3) ..... \$
5. TOTAL (Lines 1 & 4) ..... \$

DISBURSEMENTS: (Itemize & detail all disbursements; attach additional sheets as required)

PAID TO:	PURPOSE:
<u>Education Support Expenditures</u>	
6. ....	\$
7. ....	\$
8. ....	\$
9. ....	\$
<u>Other Expenditures</u>	
10. ....	\$
11. ....	\$
12. ....	\$
13. ....	\$
14. ....	\$
15. ....	\$
16. OTHER - PER ATTACHED SHEETS (If required) .....	\$
17. TOTAL DISBURSEMENTS (Lines 6 thru 16) .....	\$
18. CASH IN BANK AND ON HAND AT END OF QUARTER (Line 5 minus line 17) .....	\$

**ADDITIONAL INFORMATION:** (Education Support Expenditures include, but not limited to, Chapter support of Visions of Exploration Program; Chapter/State-funded portion of Chapter Matching Grant Program; Chapter-funded Classroom/Educator grants; Chapter-funded support to AFROTC, Silver Wings, Arnold Air Society, AFJROTC, and CAP units; Chapter-funded scholarships to AF/AF Family members; Chapter/State Support/Funding for Teacher of the Year Programs; Chapter/State contributions for AFA Fellowship program; Any other expenditure whose primary purpose is education support.

TOTAL UNPAID LIABILITIES AT END OF QUARTER \$

ENDORSED BY	State President	SUBMITTED BY	Chapter Treasurer
ENDORSED BY	Region 1 President	APPROVED BY	Chapter President

Began with Jan-Mar 2010 Reports – take credit for your AE!!!



# Electronic Reporting

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- Prepare activity & financial reports using standard programs like Word, WordPerfect and Excel
- Send the reports as attached files
  - DO NOT just type reports as text messages in an email
- Transmit the report to the state president, who will then send it to the region president who will in turn send it to National



# Due Dates

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## Quarterly Activity and Financial Report forms due to Headquarters

**February 15<sup>th</sup>**

**August 15<sup>th</sup>**

**May 15<sup>th</sup>**

**November 15<sup>th</sup>**



# DO THE MATH !!!

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- Submitting none or just some of the things we've just talked about -- means NO (zero, nada) money!
  - Officer Roster, both annual plans, both quarterly reports
- **ALL** of them means the chapter has fulfilled the administrative prerequisites to receive support payments they have earned



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# Program Requirements

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*Educate*

*Advocate*

*Support*



# Program Requirements

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- Each chapter must sponsor a minimum of four programs (one each quarter) in accordance with their approved Annual Activity Plan (FOG, Chapter 9)
- Specifics can be found in ...
  - Annual Planning Templates
  - Located on the web [www.afa.org/](http://www.afa.org/) in the Field Resources/Library/Planning section
- Report fulfillment of Strategic Plan Requirements in the Quarterly Activity Report



## Program Requirements (Cont.)

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**A meeting is NOT a program  
(except when officer elections  
are held).**



## Program Requirements (Cont.)

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Something to think about:

What's the difference between an “activity” and a “program”?

- Your quarterly report must *CLEARLY SHOW* WHAT THE UNIT DID



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# Communication Requirements

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*Educate*

*Advocate*

*Support*



# Newsletter's Suggested Contents

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- Listing of officers with phone and email
- Chapter Activities
  - ◀ Meeting synopses/program recaps
  - ◀ Awards presented/received
- Upcoming events - who, what, when, etc.
- Listing of Community Partners
- Items of interest from HQ, Region & State



# Newsletter (Cont)



## BLUE MOUNTAIN



### BULLETIN BOARD

Air Force Association  
Volume #20, Issue #1, March 2008

A publication of the William A. Jones III Chapter  
Charlottesville, Virginia

#### UPCOMING EVENTS

**When:** Saturday, 15 March from 9 AM - 2 PM  
**Where:** Monticello High School gymnasium  
**What:** Air Force Junior ROTC Drill Meet  
**Why:** To show support for the AFJROTC program and its Cadets, and to enjoy seeing a great group of students competing in many military drill categories

Cadet Major Daniel Hudson, Cadet Senior Advisor, and Lt Col Elizabeth L. Lassiter, Senior Aerospace Science Instructor, on behalf of Mr. Billy Haun, Principle of Monticello High School, cordially invite all Chapter members and guests to attend this drill competition. Monticello High is at 1400 Independence Way, Charlottesville.

**When:** Wednesday, 13 March at noon  
**Where:** Blue Ridge Cafe, Ruckersville  
**What:** CALCLUB (Charlottesville Aviation Lunch Club)

**Why:** For lunch, camaraderie with many interested in aviation, and to learn

Luther Gore and Allan Van Wicker invite all interested to the CALCLUB monthly meeting at the Blue Ridge Cafe, just south of the Ruckersville light on Route 29 south. The speaker will be Chuck Myers who will entertain and enlighten all with his wide-ranging experiences. He was an Army Air Corps pilot in WWII, a reserve USAF pilot while in college after the War, and became a Naval Aviator in the Korean War. He was a graduate of the Navy's Test Pilot School, later working on tests of a host of advanced flight vehicles. As a civilian, he founded an aerospace think tank, taking up projects with 16 aerospace companies and many military agencies. Still active as a consultant, he is currently under contract to NAVAIR dealing with the utility of LTA "hybrid aircraft." The luncheon is \$15.00. Please park in the lot behind the Antiques Mall. To make your reservations, please call Allan Van Wicker at (434) 296-0439 or e-mail [amvw@svvnet.comcast.net](mailto:amvw@svvnet.comcast.net).

#### CHAPTER SUPPORTS ANNUAL SCIENCE FAIR

The 27th Annual Virginia Piedmont Regional Science Fair was held at the University of Virginia Chemistry Department Building on Thursday, 6 March 2008. For the fifth year in a row, the William A. Jones III AFA Chapter donated \$500 to help sponsor the science fair. Additional funds in support of aerospace education outreach were used for awards to four students presenting outstanding exhibits.

Over a dozen school divisions are eligible to participate in this regional fair from Nelson and Fluvanna counties in the south, stretching north to the counties of Rappahannock, Stafford and King George. There were 274 exhibits from middle and senior high school students this year. The number of projects showed an increase of over 50 from last year, but the number of schools participating declined. Anything we can do to spur interest in science fairs will help keep student creativity alive.

Chapter President Kevin Lavin and VP for Community Partners John Macdonald, participated as volunteer judges and presented congratulatory AFA letters and cash awards on behalf of the entire Chapter to top students with projects relating to Aerospace Sciences.

The AFA First Place Award in the senior division (\$75) was presented to Matt Smetek of Massaponax High School in Spotsylvania County for his project, *The Effect of Angle of Attack and Aerodynamic Design on Wing Lift*. His teacher advisor was Mark Ulanowicz.

The AFA Second Place Award in the senior division (\$50) was presented to Brandon Fisher of Massaponax High School in Spotsylvania County for his project, *The Effects of Lift and Balance in the Variations in Hole Size of the Hovercraft's Skirt*. His teacher advisor was Mark Ulanowicz.

Continued on page 2

*Educate*

*Advocate*

*Support*



# Newsletter (Cont)

Continued from page 1

The AFA First Place Award in the junior division (\$75) of the Virginia Piedmont Regional Science Fair was presented to **Quoc Duong** of King George Middle School in King George County for his exhibit, *The Effect of the Glider's Wing Shape on the Distance that it Traveled*. His teacher advisor was Michelle Gordon.

The AFA Second Place Award in the junior division (\$50) was presented to **Nick Krstich** of The Covenant School in Charlottesville for his exhibit, *The Skies' the Limit*. His teacher advisor was Anne Deane.

More information on this regional science fair and a list of winners in many categories are on Web site: <http://www.vprsf.org>

Special thanks this year to the Virginia State AFA Board and their matching grant education fund program. They provided half of the funds needed to support this local chapter project.

## Vietnam Memorial Rededication Service

The 42nd rededication of the Vietnam Memorial in McIntire Park, Charlottesville, will be held on Friday, 25 April 2008 at 11 AM. The guest speaker will be **Marc Leepson**. Marc served in the US Army from 1967 – 1969, including a one year tour of duty in the Vietnam War. He holds a bachelors and a masters degree in History from George Washington University. Marc is a journalist, historian and the author of six books, most recently *Desperate Engagement* on Civil War and Confederate General Jubal Early's subsequent march on Washington, *Flag: An American Biography* (Thomas Dunne Books, 2005), the history of the Stars and Stripes from the beginnings to today and *Saving Monticello: The Levy Family's Epic Quest to Rescue the House that Jefferson Built* (Free Press/Simon & Schuster, hardcover, 2001; University of Virginia Press, paper, 2003). He edited *The Webster's New World Dictionary of the Vietnam War* (Macmillan, 1998), and wrote two books on health topics in the 1980s. Since March of 1985, he has also been Arts Editor and columnist for "The VVA Veterans", the newspaper published by Vietnam Veterans of America.

Members of the William A. Jones III AFA Chapter will present a wreath at the ceremony. All Chapter members are invited to attend this annual event during the Charlottesville Dogwood Festival.

## WHAT'S NEW ONLINE

The AFA has a Daily Report of Air Force News and related stories on the main AFA Web site. View it at <http://www.afa.org>.

If you are receiving this newsletter by mail and have the capability of receiving it by e-mail, please send your e-mail address to Kevin Lavin at [airveasasn@aol.com](mailto:airveasasn@aol.com). Please send him any e-mail address changes as well.

## Air Power Golf Open 2008

The Richmond AFA Chapter invites all to participate in their Benefit Golf Tournament on **29 April 2008**. Details are on pages 5 and 6 of this newsletter.

Included in the tournament will be The First Annual Virginia AFA Chapter Challenge Cup. All 10 AFA local Chapters in the State, along with VA State AFA Executive Committee and the Central East Region Executive Committee are invited to enter a team and play for this State Championship. If any William A. Jones III chapter members wish to join a chapter team, please notify Kevin Lavin at 434-296-2832 or [airveasasn@aol.com](mailto:airveasasn@aol.com) by 10 April 2008.

## PRESIDENT'S MESSAGE

Thanks to all chapter members for helping to make 2007 and the first quarter of 2008 very successful for the chapter in terms of fulfilling the goals set. We ended the 20th Anniversary year of the Chapter with a successful Holiday Season dinner honoring 14 Senior AFROTC Cadets and two AFJROTC Cadets. Donations of presents and cash at that dinner allowed us to provide gifts to veterans in the spinal cord clinic at the VA hospital in Richmond.

The chapter could be much healthier. Take a look at the list of officers on page 4 and you will note OPEN positions and no volunteers as yet to run for any position for the next election in September.

If the chapter is going to survive, we need more members to volunteer their time and talents. Please consider helping your AFA chapter and leading it to a great future. Give me a call at 434-296-2832 or send an e-mail to: [airveasasn@aol.com](mailto:airveasasn@aol.com).  
- K. LAVIN

On page 3, please read a great editorial by our State AFA President regarding the need for increases in the US Air Force budget.

2

*Educate*

*Advocate*

*Support*



# Newsletter (Cont)

## WILLIAM A. JONES III AFA CHAPTER COMMUNITY PARTNERS

**Publishers: ALLEN CROWD**, Edward P. Allen, Jr., publisher of real estate magazines for Virginia, West Virginia and North Carolina, including Home Search of Charlottesville and Central Virginia, 4746 Sugar Hollow Road, Crozet, VA 22932; 434-823-1235; halengroup@earthlink.net

**Dentist: FRANK D. BARBERIO, D.M.D.** Providing complete family cosmetic dentistry. 300 Hickman Road, Suite 102, Charlottesville (Pantops); (434) 296-3641

**BMW OF CHARLOTTESVILLE - CROWN PORSCHE** - Charlottesville  
1295 Richmond Road (Pantops) - ask for **Matt Perry** at (434) 296-3650

**HARROD FINANCIAL PLANNING** Financial Consultant specializing in Tax Preparation:  
**Ann Snyder Harrod, CFP**, 1512 Bramerton Lane, Keswick; (434) 295-8328; harrmcpj@aol.com

**MERRILL LYNCH**, **Steven W. Ham, CIMA**, Retired USAF officer, First Vice President, financial planning and investment services. Located at 650 Peter Jefferson Parkway, Suite 350, Charlottesville, VA 22911 (434) 984-4755; Steven\_Ham@ml.com

**TUEL JEWELERS**, owned by Frances Looose, was established in 1978 as certified watchmakers and jewelers. Equipped to provide expert engraving. Located on the downtown mall, the address is 319 East Main Street in Charlottesville. (434) 295-4258

**UNIVERSITY TIRE AND AUTO CENTER, INC.** - Larry Williams, President  
Owned and operated since 1995. "Where Our Customers Send Family and Friends"  
One location at 200 Seminole Court, Charlottesville, VA (434) 975-2500  
larrywtac@earthlink.net www.universitytireandauto.com

Know anyone interested in being an AFA Community Partner? Annual dues is only \$75. Community Partners are listed in the quarterly newsletters and on the chapter Web site. Their dues contribute to national AFA and chapter goals and objectives. Applications are on the AFA Web site at <http://www.afa.org> and are also available from John Macdonald, the community partner point of contact for the chapter.

## WILLIAM A. JONES III AFA CHAPTER OFFICERS

PRESIDENT	KEVIN LAVIN	(434) 296-2832	ahweassen@aol.com
VICE PRESIDENT	COL DANIEL DOTY	(434) 524-6829	ocobn@virginia.edu
TREASURER	MYRLE B. LANGLEY	(434) 971-1828	myrielangley@member.afa.org
SECRETARY	KIM LAVIN		kimlavin@aol.com
*VP AFFID/SACF PD	COL DANIEL DOTY	(434) 524-6829	ocobn@virginia.edu
*VP COMMUNICATIONS	OPEN		
*VP MEMBERSHIP	OPEN		
*VP COMMUNITY PARTNERS	JOHN MACDONALD		lonbee2@comcast.net
AFROTC/AAS liaison	CADET KEL MCCORMICK		km5oe@virginia.edu
*MEMBER-AT-LARGE	WILLIAM L. ANDERSON**	(434) 973-9570	watrlpt@aol.com
*MEMBER-AT-LARGE	DUNCAN W. CAMPBELL	(434) 984-1873	dwrcampbell@comcast.net
*MEMBER-AT-LARGE	THOMAS H. CONNER	(434) 979-0651	tomdotcon@embargmail.com
*MEMBER-AT-LARGE	SAMUEL C. FREILICH	(434) 977-6766	scfrelich@aol.com
*MEMBER-AT-LARGE	REG HUBLEY	(434) 973-0607	reghub@earthlink.net

\*DENOTES APPOINTED POSITIONS \*\*DENOTES STATE OFFICERS

[William A. Jones III AFA Chapter Web Site http://avenue.org/afa](http://avenue.org/afa)



# Newsletter (Cont)

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**State President/Contact:** Peter E Jones  
**Website:** <http://virginiasfa.org/VAFA/>  
**E-Mail:** [peter@thejonesfamily.org](mailto:peter@thejonesfamily.org)

If you need to contact a state POC without an e-mail address, call our toll-free number at 1-800-727-3337 (select "3") or e-mail us at [service@afa.org](mailto:service@afa.org).

**Chapters**

- ▶ AF169 - LEIGH WADE CHAPTER (Petersburg, VA)  
**Contact:** Gary D Metzinger [garymetzinger@gmail.com](mailto:garymetzinger@gmail.com)
- ▶ AF239 - DONALD W STEELE, SR. MEM CHAPTER (Richmond, VA)  
**Contact:** F Gavin MacAloon [fgmac@comcast.net](mailto:fgmac@comcast.net)
- ▶ AF240 - DANVILLE CHAPTER (Danville, VA)  
**Contact:** Gerald L Hovatter [jerry.hovatter@comcast.net](mailto:jerry.hovatter@comcast.net)
- ▶ AF242 - TIDEWATER CHAPTER (Norfolk, VA)  
**Contact:** William M Cuthriell [william1111@cox.net](mailto:william1111@cox.net)
- ▶ AF243 - RICHMOND CHAPTER (Richmond, VA)  
**Contact:** Harper S Alford [hss888@gmail.com](mailto:hss888@gmail.com)
- ▶ AF285 - ROANOKE CHAPTER (Roanoke, VA)  
**Contact:** William T Carter [carterfamilyusa@gmail.com](mailto:carterfamilyusa@gmail.com)
- ▶ AF323 - LANGLEY CHAPTER (Langley AFB, VA)  
**Contact:** Jimmy W Ruth [jimmy.ruth@l-3com.com](mailto:jimmy.ruth@l-3com.com)
- ▶ AF433 - GEN. CHARLES A GABRIEL CHAPTER (McLean, VA)  
**Contact:** Kenneth A Spencer [spencer\\_kenneth@bah.com](mailto:spencer_kenneth@bah.com)
- ▶ AF435 - NORTHERN SHENANDOAH VALLEY (Winchester, VA)  
**Contact:** N. G Brander [nbrander@rma.edu](mailto:nbrander@rma.edu)

ent, professional military and aerospace education association. Our mission is to promote a dominant United States Air Force and a strong national defense, and to honor Airmen accomplish this, we: **EDUCATE** the public on the critical need for unmatched aerospace power and a technically superior workforce to ensure U.S. national security. **ADVOCATE** for aerospace power and STEM education. **SUPPORT** the total Air Force family, and promote aerospace education.

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The Air Force Association, 1501 Lee Highway, Arlington, VA 22209-1198  
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**CYBER PATRIOT**  
 CyberPatriot III  
 National Eagle Guide

**Each State President has the authority excuse each chapter from one quarterly newsletter during the operating year.  
 SPs, LET US KNOW WHO YOU HAVE EXCUSED**

*Educate*

*Advocate*

*Support*



# Newsletter Distribution

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## Two Options

- Traditional
- “New” – approved by the delegates for 2008 and beyond



# Newsletter Distribution

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## (Option 1 – “Traditional”)

- Chapters **MUST** distribute a copy of the Newsletter to **EACH** chapter member each quarter
- Via either electronic or snail mail
- Also always send a copy to ...
  - Region and state presidents
  - AFA National Headquarters



# Newsletter Distribution

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## (Option 2 – “New”)

- Chapters **MAY** make an annual communication to members asking for updated e-mail address or to indicate they wish to continue receiving hard copy
- For the remaining 3 quarters e-mail to all with valid addresses and **hard copy to only** those who specifically requested it
  - Repeat the process each year
- Also **always** send a copy to ...
  - Region and state presidents
  - AFA National Headquarters



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# Membership Requirements

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*Educate*

*Advocate*

*Support*



# Membership Requirements

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- 0.75% of chapter total (as of 30<sup>th</sup> Sep) per quarter
  - Bonus level is 1.5% for the quarter
- Total is cumulative (not retroactive)
- (New in '09) Achievement is computed over four quarters – current quarter and trailing three quarters
- Based on date of receipt, not postmark
- May sometimes benefit chapter to buy one membership or more to meet the quota
  - this serves multiple purposes (e.g. development, outreach, coalition, etc.)



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# The Support Payment Formula

*(Same since 2009)*

**Earn 100% and More!**  
**What's this about?**



---

## “More” = Additional Payment from HQ

- Two ways ...
  1. Exceptional Membership Recruitment **OR** one additional “Conduct or Support” Goal
  2. Chapter Matching Grant (for other than education – OTE)
- Chapters are eligible to receive **BOTH**



# Additional Payment #1

---

- **Exceptional Membership Recruitment**
  - Additional 25% of the base amount
  - Requires double the quarterly goal (2 x 0.75%=1.5%) or higher
  - Computed on the same basis as the basic membership goal
- **OR an additional “conduct-support” goal**



# Additional Payment #2

---

- Chapter Matching Grant (for other than education- OTE)
  - Must have met all basic criteria
  - Chapters must apply for the grant
    - Direct to Headquarters (“cc” State)
  - Minimum of \$200 submission
  - Maximum of \$1,000 per year
    - Multiple submissions allowed
  - No adjustment is made to the state allocation
- Very similar to Chapter Matching Grant for Education



# Additional Payment #2 (Cont)

---



- Chapter Matching Grant (OTE)
  - Chapter applies using CMG –OTE form (includes narrative description)
  - One page after-action report required or eligibility for further grants for that year is terminated
  - May not be used to fund a recurring program or event beyond the initial one.



# Additional Payment #2 (Cont)



- Chapter Matching Grant (OTE)
  - “Yes” for ...
    - New programs/activities related to AFA Strategic Plan Goals, e.g.:
      - Veterans, cadets, families of deployed troops, active duty, Guard, reserve forces
      - Building understanding of AF in the broader community.



# Additional Payment #2 (Cont)



- Chapter Matching Grant (OTE)
  - “No” for ...
    - Recurring programs/activities
    - Educational programs (use the Aerospace Education Matching Grant for these)
    - Events that are purely social
    - To fund events/activities the chapter has already conducted



# A Few More Things to Think About

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- Reward your people
  - Recognition at events
  - Awards
  - Mention in “AFA National Report”
  - Other?
- Maximize your use of resources
  - Especially [afa.org](http://afa.org)



# Awards

---

- **Unit**
  - Activity -- Field **MUST** nominate
  - Membership -- Automatically computed
    - Community Partner
  - Aerospace Education -- Field **MUST** nominate
    - Achievement Award
    - Excellence Award
- **Individual** – Field **MUST** nominate
  - Chairman's Citation
  - Exceptional Service
  - Medal of Merit



# Field Unit & Individual Awards



AFA NATIONAL USE ONLY	
Membership Verification	_____
Membership Expiration Date	_____

## Air Force Association Field Award Nomination Form

Individual Award     Unit Award

AWARD NOMINATED FOR: \_\_\_\_\_

STATE: \_\_\_\_\_ REGION: \_\_\_\_\_

NOMINEE'S FULL NAME: \_\_\_\_\_

AFA MEMBER #: \_\_\_\_\_

NOMINEE'S NAME ON AWARD SHOULD APPEAR AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOMINEE'S COMPLETE ADDRESS INCLUDING ZIP CODE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIOR AFA CHAPTER, STATE AWARDS:

\_\_\_\_\_  
\_\_\_\_\_

PRIOR AFA NATIONAL AWARDS:

\_\_\_\_\_  
\_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

STATE ENDORSEMENT: \_\_\_\_\_

REGION PRESIDENT ENDORSEMENT: \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Field Aerospace Education Awards



## Air Force Association Field Award Nomination Form

~ Awards for Aerospace Education Excellence~

**AWARD NOMINATED FOR:**

- Aerospace Education Achievement Award (formerly the AFA President's Award)
- Aerospace Education Excellence Award (formerly the AFA Chairman's Award)

*AFA Aerospace Education Achievement Award*

**Selection Criteria:**

- Each chapter reach the grassroots (non-choir audiences) through at least one outreach program per year, to include contact /speaking opportunities to service clubs, church groups, chambers of commerce, local newspapers-editorial boards, political organizations, etc.

Date of Program \_\_\_\_\_  
 Program Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Implement the Teacher of the Year recognition program.

Date of Award \_\_\_\_\_  
 Presented to: \_\_\_\_\_

- Participate in at least one aerospace education program per year.

Date of Program \_\_\_\_\_  
 Program Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*AFA Aerospace Education Excellence Award*

**Selection Criteria:**

- AFA chapters who have met the Aerospace Education Achievement Award criteria for 2008 are eligible to apply for the 2008 Excellence Award.
- One page narrative submitted by the Chapter explaining why the Chapter's Aerospace Education programs are exceptional.



## Maximize your use of afa.org

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- Home page link to ...
  - Daily Report & AF Magazine
  - *CyberPatriot* website
  - Calendars/Events
  - Chapter/ROTC/JROTC lists
  - Legislative update/Statement of Policy
  - **Field Resources**
  - ... and much more



# Maximize your use of afa.org

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- Mitchell Institute  
- Professional Development  
- Educational Opportunities

**Advocate**  
- Statement of Policy  
- Top Issues  
- Government Relations  
- MediaRoom

**Support**  
- Awards, Scholarships & Grants  
- Field Resources  
- Contributions

**AFA Affiliates**  
- Air Force Memorial  
- AFA VBA  
Links  
Site Map

**Air Force Magazine**  
*Daily Report*

**This Month in Air Force Magazine**

- ▶ Editorial: 21 Years of Iraq War
- ▶ Hard Looks at Growing Missions
- ▶ Global Power on a Budget
- ▶ Dual Capable
- ▶ An Air Force War on Sexual Assault
- ▶ Airpower Classics: A-6 Intruder
- ▶ ...and more inside.

**Discover AFA**  
Discover more about the Air Force Association through testimonials on education, advocacy and support.

**The President's Corner**  
Notes from AFA's President

- ▶ **Defense "Strategy"**  
January 6, 2012 -- AFA members, Congressional staff members, civic leaders, DOCA members, yesterday the President, Secretary of Defense, and Chairman of the Joint Chiefs of Staff (then later the Deputy Secretary of Defense, Under Secretary of Defense Policy, and Vice Chairman Joint Chiefs of Staff) rolled out the new defense strategy. You can find it at...More
- ▶ **Pacific nation, NK**  
December 22, 2011 -- AFA members, Congressional staff members, civic leaders, DOCA members, over the past few months the Administration has emphasized US ties across the Pacific. In mid-November, Secretary Clinton delivered a very good speech at the East-West Center in Hawaii...More
- ▶ **AFA member op-eds**  
December 10, 2011 -- AFA Members, Congressional staff members, civic leaders, DOCA members, in the past couple of weeks our members have written some very good op-eds. Here are a few of the best...More

**Latest from AFA**

- ▶ URS Corporation Joins CyberPatriot as Gold Sponsor
- ▶ AFA's Next 'Mitchell Hour' to Focus on Conducting Operations Against Anti-Access and Area-Denial Threats
- ▶ CyberPatriot Announces All Service Division Finalists
- ▶ Lt. Gen. Hawk Carlisle to Speak at AFA Air Force Breakfast Series
- ▶ USAF Chief Scientist Joins Line-Up at AFA's Second Annual CyberFutures Conference
- ▶ Director of AFA's Mitchell Institute Steps Down
- ▶ AFA's New Wounded Airman Initiative

**Legislative Update**  
▶ Retired Senior AF Leaders Write to the Hill

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**Airpower Industry Guide**  
find the products and services you need

**Corporate Membership**  
AFA Breakfast Program  
Washington Perspective

**Education & Opinion**  
Professional Development  
Aerospace Education  
Air Force Heritage  
CSAF Initiatives

**Feb 23-24 2012 Air Warfare Symposium**

**CYBERFUTURES CONFERENCE AND TECHNOLOGY EXPOSITION**  
March 22-23, 2012

**AIR&SPACE CONFERENCE and technology exposition**  
Sept 17-19, 2012

**CyberPatriot**  
CyberPatriot III National Finals Guide

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# afa.org (Field Resources)



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CyberPatriot  
CyberPatriot III

**Field Resources**

**Library**  
AFA Governing Documents  
Guidebooks/Handbooks  
Field Operations  
Membership  
Top Issues  
AFA Policy Statement  
More...

**Contact Lists**  
National Officers & Directors  
Region/State Presidents  
Committees & Councils  
Chapter Links  
Staff Directory  
JROTC Unit Listings  
ROTC Unit Listings


**Aerospace Education Programs**  
Teacher of the Year Awards  
K-12 Teachers, JrROTC and CAP Grants  
Aerospace Education Scholarships  
Visions of Exploration  
Chapter Matching Grants  
Awards for Aerospace Education Excellence

**Region and State Presidents Meeting Materials 2011**  
Air Force Family Programs by Mrs. Suzie Schwartz  
AFA 101  
Staff Directors' Briefs  
Vanguard/Strat Plan/Chapter Size

**Region Presidents Meeting April 2011**  
AEC Report  
AFA Dues Policy  
Convention Survey  
Nomination Process


**State/Chapter Tax Guidance**  
Filing the 990-N  
Field 501(c)(3) Guidance  
Read IRS Pub 4221  
Read IRS Pub 1771  
IRS Pub 557  
IRS Pub 526  
IRS Pub 561  
State Charity Registration  
Group Exemption Ruling  
FAQs

**Excel Import Instructions**  
Adobe Reader document   
MS Word document


**Unit Performance**  
Unit Reports Received/Paid  
Monthly Membership Reports  
Quarterly Membership Reports  
Jack Gross Awards   
Storz Chapter Awards 

**Calendars**  
Field Calendar  
Association Activities  
Aerospace Technology Exposition  
AFA State Meetings & Conventions

**2011 Convention**  
2012-14 Strategic Plan  
Afghanistan - Lamia Foundation  
Congressional Engagement Report  
CyberPatriot Update  
Decouple Convention Report  
Toffler Next Gen Workforce  
Treasurer's Report 2011  
Chapter of the Year - Sijan  
Chapter 125

**News**  
Newsline   
Aerospace Education Newsletter   
Legislative Update  
AFA Unit Awards  
AFA Individual Awards  
AFA Membership Awards

**Insurance Certificate Holders**  
Contact Information  
Sample Insurance Certificates  
Forms

**Air Force Support**  
CSAF Memo Logistical Support for PMA's   
Fact Sheet Logistical Support for PMA's   
PMA as "Prohibited Sources"   
"AF/JAA: AFA as a NFE?" 

**Chapter Rosters**  
(\*Special Authorization Required)  
contact mnauheimer@afa.org for access authorization and questions

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**Feb 23-24 2012 Air Warfare Symposium**

**CYBER FUTURE'S CONFERENCE AND TECHNOLOGY EXPOSITION**  
March 22-23, 2012

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# afa.org (Field Resources)

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- Chapter Membership Rosters
- Planning Template and Instructions
- Field Operations Guidebook and other manuals
- Protocol guidelines
- Weekly updates on unit reports received & paid
- Newslines
- AF Support
- Membership Brochures/What's in it for me?
- Form Templates
- And more ....



# “Unit Reports Received and Paid” on afa.org (Field Resources)



*For Quarter Ending 9/30/2011* As of: 11/14/2011  
**Chapter Reporting Status - Central East Region**

State	Chap Num.	Chapter Name	Annual Qualification Reports				Quarterly Reports			Regular Membership		Other Conduct. Sup / Add New Member Goal		% Paid
			Roster	Act Plan	Fin Plan	Act	Fin	Programs	News Letter	Conduct and Support	Reg .75%	Other CS	Add Mbr1.5%	
DC	AF130	NATIONS CAPITAL CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
DE	AF227	DELAWARE GALAXY CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
DE	AF282	BGEN BILL SPRUANCE CHAPTER	N	N	N	N	N	N	N	N	N	N	0%	
MD	AF145	CENTRAL MARYLAND CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
MD	AF157	THOMAS W ANTHONY CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
MD	AF160	BALTIMORE CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF169	LEIGH WADE CHAPTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	125%	
VA	AF239	DONALD W STEELE, SR. MEM CHAPT	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF240	DANVILLE CHAPTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	125%	
VA	AF242	TIDEWATER CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF243	RICHMOND CHAPTER	Y	Y	Y	Y	Y	E	Y	N	Y	N	75%	
VA	AF285	ROANOKE CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF323	LANGLEY CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF433	GEN CHARLES A GABRIEL CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
VA	AF435	NORTHERN SHENANDOAH VALLEY	Y	Y	Y	N	N	N	N	N	N	N	0%	
VA	AF436	V&RA CHAPTER AFA	N	N	N	N	N	N	N	N	N	N	0%	
WV	AF209	CHUCK YEAGER CHAPTER	Y	Y	Y	Y	Y	Y	Y	N	Y	N	75%	
WV	AF225	GENERAL PETE EVEREST CHAPTER	Y	Y	Y	N	N	N	N	N	N	N	0%	

*Note: Chapters that do not make the "Regular Membership Goal" are not eligible for the "Other Conduct and Support Goal"*



# Chapter Rosters – Complete and Monthly Updates



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**Reports Menu** Logout

*Greetings National Officer !*

Region: CENTRAL EAST REGION  
 State: Virginia  
 Chapter: LEIGH WADE CHAPTER AFA  
 Report Date: 9/2009

Update Roster  
 Complete Roster

AFA Region	AFA State	AFA Chapter	Last Name	First Name	Middle Initial	Rank	Add
CE	VA	169	BARKER	HISAKO			504
CE	VA	169	CLAIBORNE	MORRIS	C	MR	168
CE	VA	169	COX	KIRKLAND			250-
CE	VA	169	CURRIER, RET.	EDWARD		MAJ	120
CE	VA	169	GRIFFITH	PAUL		CAPT	432
CE	VA	169	MASON	LYNN	Q	PO	
CE	VA	169	POSEY	MARSHALL	K	MR	720
CE	VA	169	REYNOLDS, II	STUART	N	MR	743
CE	VA	169	ROSE	ROBERT			110
CE	VA	169	THOMPSON, USAF (RET)	W		COL	166
CE	VA	169	WILLIAMS	ROBIN	S	CAPT	139
CF	VA	169	YATES	TOM		LT	600



# Field Operations Guide

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- Comprehensive guide
- [afa.org/members/fog.pdf](http://afa.org/members/fog.pdf)
  - Governance
  - Aerospace Education
  - Field Structure
  - Field Requirements
  - Finances
  - Resources for the field
  - Awards
  - and more



## More Useful Items

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- Assistance with speakers
- Statement of Policy
- Mailing labels
- AF Magazine – Bulk copies
- AV products
- Free congressional memberships
- AFA Store



# Most Useful Items

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- Know where to go to get help. There are NO stupid questions in AFA. **ASK ...**
- **Provide** roster of Chapter, State and Region leaders with phone numbers and e-mail addresses
- **Headquarters information**
  - 1-800-727-3337
    - Mary Nauheimer (ext 4821)
      - [mnaheimer@afa.org](mailto:mnaheimer@afa.org)



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# Questions?

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*Educate*

*Advocate*

*Support*