



# AFA 101 Briefing

# 2023 Field Leadership Summit

Host: Kris Philips

March 2023



# AFA 101

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CHAPTER AND STATE OPERATIONS REQUIREMENTS

# AFA MISSION

Our Mission is to promote a dominant US Air and Space Forces as the basis for a strong national defense; to honor and support our Airmen, Guardians , and their Families; and to remember and respect our enduring heritage. To accomplish this, we:



## EDUCATE

The public on the critical need for unrivaled aerospace power, and promote aerospace and STEM education for a technically superior and professional workforce to ensure national security



## ADVOCATE

and promote aerospace power to favorably shape policy and resourcing decisions to guarantee the strongest aerospace forces in the world



## SUPPORT

Airmen, Guardians and the families of the Total Air Force and Space Force, including Active Duty, National Guard, Reserve, civilians, families, and members of the Civil Air Patrol

# FIELD OPERATIONS GUIDE (FOG)

AIR & SPACE FORCES  
ASSOCIATION  
FIELD OPERATIONS  
GUIDEBOOK



Air & Space Forces  
Association  
1501 Langston Boulevard  
Arlington, Virginia 22209-1198  
800-727-3337  
[www.afa.org](http://www.afa.org) [field@afa.org](mailto:field@afa.org)

## TO FIND GO TO:

AFA Field Resources

**Guidebooks and Handbooks Folder**

# STATE LEVEL ORGANIZATIONAL REQUIREMENTS



## STATE ORGANIZATIONAL REQUIREMENTS

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**AT LEAST TWO ACTIVE CHAPTERS**

# STATE ORGANIZATIONAL REQUIREMENTS

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## APPROVED CONSTITUTION AND BYLAWS

## STATE ORGANIZATIONAL REQUIREMENTS

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**SPONSOR A STATE ANNUAL  
CONVENTION**



## STATE ORGANIZATIONAL REQUIREMENTS

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**SPONSOR A MINIMUM OF 4 STATE  
EXECUTIVE COMMITTEE  
MEETINGS PER YEAR**

# STATE ORGANIZATIONAL REQUIREMENTS

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## ANNUAL STATE FIELD LEADER ROSTER

# STATE ORGANIZATIONAL REQUIREMENTS

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## ANNUAL ACTIVITY AND FINANCIAL PLANS

Due December 31

# STATE ORGANIZATIONAL REQUIREMENTS

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## SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS

January - June due July 31

July- December due January 31

# STATE OPERATIONAL REQUIREMENTS (CON'T)

## Elected and Appointed Officers



### ELECTED

**President, Vice President, Secretary and Treasurer**

(the Secretary and Treasurer can be a combined position)



### APPOINTED

**Vice Presidents**

You can have as many of these as you wish to cover different functions

(i.e. VP Membership, VP Aerospace Education, VP Community Partners, etc.)



### EXECUTIVE COMMITTEE

Comprised of the four (or 3) **Elected Officers** and the **Chapter Presidents** from each chapter that falls under your state

## STATE ORGANIZATIONAL REQUIREMENTS (CON'T)

**1 UPDATE STATE FIELD LEADER ROSTER  
DUE OCTOBER 31 EACH YEAR**

**2 SUBMIT ANNUAL ACTIVITY AND FINANCIAL PLANS  
DUE DECEMBER 31 EACH YEAR**

**3 SUBMIT SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS  
(JAN-JUNE - DUE JULY 31) (JULY-DECEMBER) DUE JANUARY 31)**

# CHAPTER LEVEL

## ORGANIZATIONAL REQUIREMENTS



## CHAPTER ORGANIZATIONAL REQUIREMENTS

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**MINIMUM OF 20 VOTING  
MEMBERS**



# CHAPTER ORGANIZATIONAL REQUIREMENTS

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## APPROVED CONSTITUTION AND BYLAWS

## CHAPTER ORGANIZATIONAL REQUIREMENTS

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**A MINIMUM OF THREE ELECTED OFFICERS**

# CHAPTER ORGANIZATIONAL REQUIREMENTS

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## ANNUAL CHAPTER FIELD LEADER ROSTER

# CHAPTER ORGANIZATIONAL REQUIREMENTS

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## ANNUAL ACTIVITY AND FINANCIAL PLANS

Due December 31 each year

## CHAPTER ORGANIZATIONAL REQUIREMENTS

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### OFFICERS

Must be an current AFA member and associated with the chapter they are holding a leadership position with

# CHAPTER PRESIDENT GUIDELINES

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- **ACTIVELY RECRUITS NEW AFA MEMBERS**
- **HOLDS MONTHLY EXECUTIVE COMMITTEE MEETINGS**
- **CONDUCTS QUARTERLY PROGRAMS**
- **ATTENDS REGION AND STATE MEETING**  
where applicable
- **RECRUITS AND MENTORS UPCOMING NEW OFFICERS**
- **APPOINTS NEW COMMITTEE VPS**
- **PREPARES AND SUBMITS ANNUAL PLANS AND SEMI-ANNUAL REPORTS TO STATE PRESIDENT**
- **SUBMITS INDIVIDUAL AND UNIT AWARD NOMINEES TO STATE PRESIDENT**

# CHAPTER VICE PRESIDENT GUIDELINES

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- **RECRUITS NEW AFA MEMBERS**
- **ATTENDS MONTHLY EXECUTIVE COMMITTEE MEETINGS**
- **ATTENDS QUARTERLY CHAPTER MEETINGS**  
Where available
- **OTHER ITEMS DIRECTED BY THE CHAPTER PRESIDENT**
- **TRAINS TO REPLACE CHAPTER PRESIDENT WHEN HE/SHE STEPS DOWN**
- **RECRUITS AND IS A MENTOR TO OTHER OFFICERS**  
Assumes other special project assignments





# CHAPTER SECRETARY AND TREASURER REQUIREMENTS

\*These roles can be combined



# CHAPTER APPOINTED VICE PRESIDENTS/COMMITTEES

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**VP, MEMBERSHIP**



**VP, COMMUNICATIONS**



**VP, LEADERSHIP  
DEVELOPMENT**



**VP, AWARDS**



**VP, COMMUNITY  
PARTNERS**



**VP, VETERANS AFFAIRS**



**VP EDUCATION**



**VP, GOVERNMENT  
RELATIONS**



**VP, AIRMAN, GUARDIAN  
AND FAMILY PROGRAMS**

# STATE AND CHAPTER SUPPORT PAYMENTS



## STATE AND CHAPTER SUPPORT PAYMENTS

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## SUPPORT PAYMENTS PAID TO QUALIFYING CHAPTERS AND STATES BI-ANNUALLY

Chapters and States that submit their required semi-annual reports and annual plans as well as keep their Field Leader rosters current, will receive Support Payments from AFA National twice a year (March and August).

To find out how field support payments are calculated and distributed, refer to **Page 60** of the **Field Operations Guide (FOG)**

# PLANS AND REPORTS



# AFA FIELD LEADER PORTAL

[Home](#)

[Rosters](#) ▾

[Membership Reports](#) ▾

[Reports/Plans](#) ▾

[Other](#) ▾

## AFA Field Leaders Portal



### Welcome!

We hope you enjoy the look and feel of the AFA Field Portal. To help you navigate our new system, please refer to our [Field Portal User's Guide](#)  
**REMINDER:** 2023 Activity and Financial Plans due Dec 31, 2022; July - Dec 2022 Semi-Annual Activity and Financial Reports due Jan 31, 2023

Activity Plans

Financial Plans

Activity Reports

Financial Reports

# AFA FIELD PORTAL TUTORIAL



## AFA FIELD PORTAL USER GUIDE

Tutorial on Navigating the Field Portal

Step-by-step instructions on how to create your annual activity and financial plans, as well as semi-annual activity and financial reports.

You can find a copy of the AFA Field Portal User Guide under **Other** on the **Field Portal** or in **AFA Field Resources** in **Field Portal Training Documents** folder



## TO ACCESS AFA FIELD PORTAL

- GO TO AFA.ORG
- CLICK ON MEMBERSHIP
- FROM DROPDOWN MENU CLICK ON AFA CHAPTERS
- CLICK ON BLUE BOX TO THE RIGHT TITLED ACCESS FIELD LEADER PORTAL
- ENTER YOUR AFA USER NAME AND PASSWORD

When prompted

ACCESS FIELD LEADERS TRAINING

ACCESS FIELD LEADERS RESOURCES

ACCESS FIELD LEADERS PORTAL

ACCESS YOUR AFA LEADER EMAIL

salesforce

Username

Password

Log In

Forgot your password?

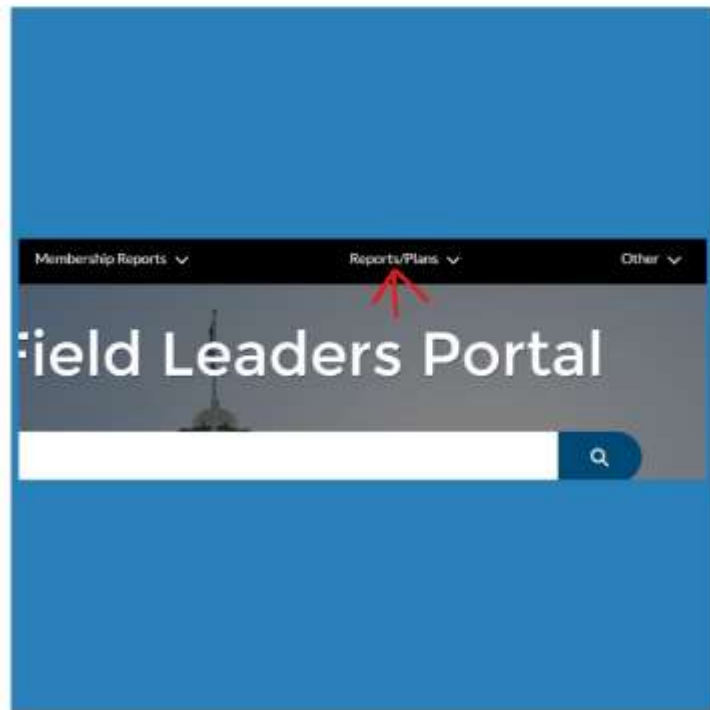


# IMPORTANT

**YOUR USER NAME AND PASSWORD FOR THE FIELD  
PORTAL IS NOT YOUR AFA EMAIL LOGIN!**

If you need help finding out what your user name and password is: Contact **Field@afa.org**

# FIELD PORTAL



## TO ACCESS A PLAN OR REPORT TEMPLATE

Once you've logged into the Field Portal - at the top you'll see at top black bar Reports/Plans.

Select All Reports/Plans from the drop down menu,

For step-by-step instructions follow the **AFA Field Leaders Portal User Guide**

# CHAPTER AND STATE ANNUAL FINANCIAL PLANS

## INCOME

Cash in hand or on hand at the beginning of the reporting cycle  
Income from Community Partners  
Program Income (i.e. fundraising efforts)  
Source of other income

## EXPENSES

Programs/Special functions/Receptions, etc.  
AT/ROTC/CAP Support  
Awards  
Support to attend Region, State and National Meetings  
and Events  
Other expenses

## CHAPTER AND STATE ACTIVITY PLANS

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- **REPORT ALL CHAPTER AND STATE ACTIVITIES**

- **BE AS CONCISE AS YOU CAN**

# CHAPTER AND STATE SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS

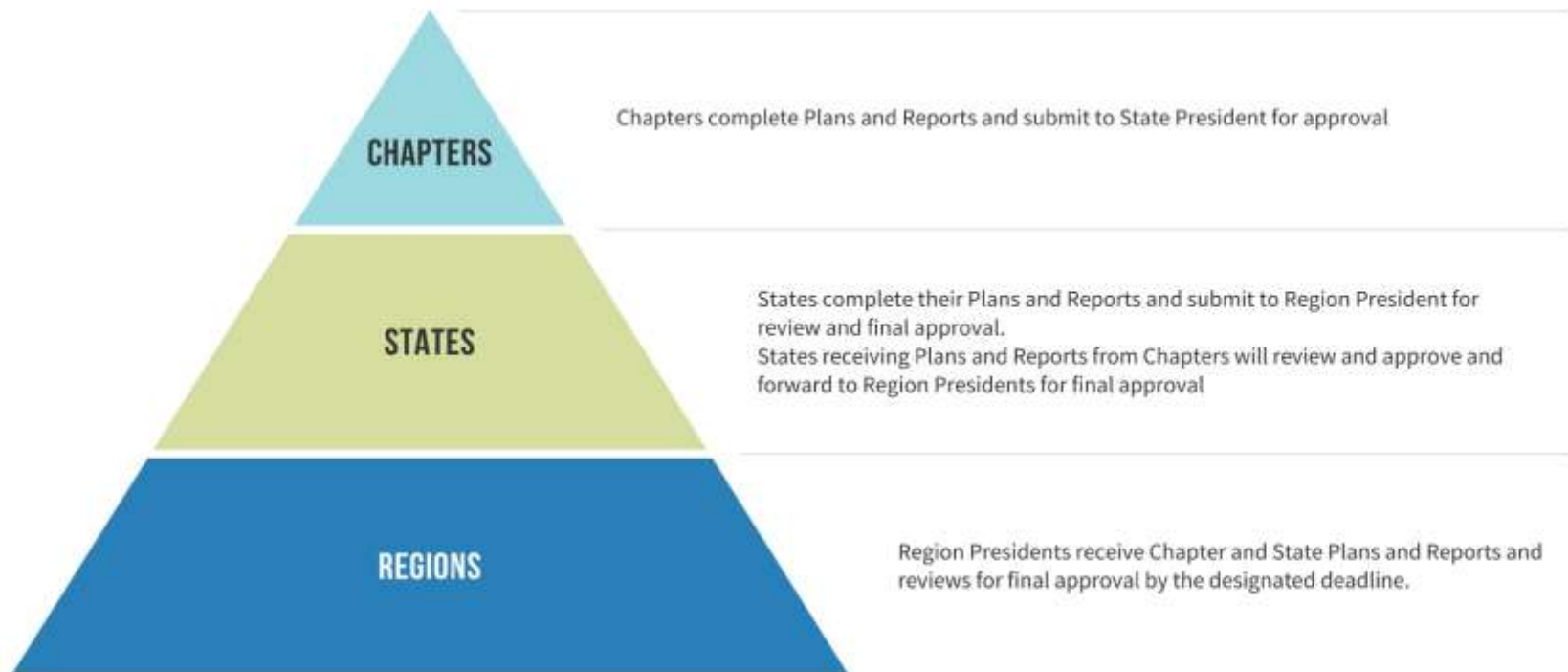
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- **PURPOSE**

Semi-Annual Activity and Financial Reports assist to track and update progress on where Chapters and States align with their Activity and Financial Plans

# ANNUAL PLAN AND REPORTS APPROVAL PROCESS



# IMPORTANT DUE DATES

**1** UPDATE FIELD LEADER ROSTERS  
OCTOBER 31

**2** ANNUAL ACTIVITY AND FINANCIAL PLANS  
DECEMBER 31

**3** JANUARY - JUNE SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS  
JULY 31

**4** JULY - DECEMBER SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS  
JANUARY 31

# AFA FIELD RESOURCES - AFA WEBPAGE

Under Membership



ACCESS FIELD LEADERS TRAINING

ACCESS FIELD LEADERS RESOURCES



ACCESS FIELD LEADERS PORTAL

ACCESS YOUR AFA LEADER EMAIL



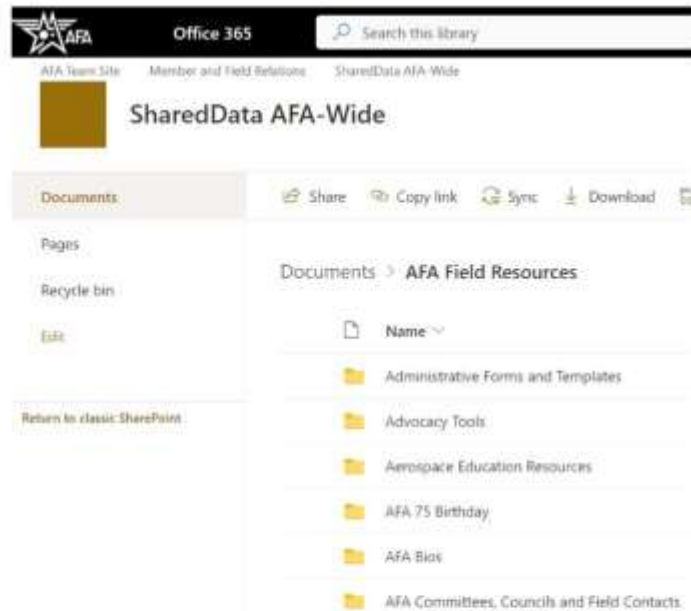
## ACCESS TO AFA FIELD RESOURCES PAGE ON AFA.ORG

Under **Membership**, click on **AFA Chapters** from the drop down menu and click on Access Field Leaders Resources.



# AFA FIELD RESOURCES

- FIND FIELD OPERATION GUIDE
- FIND FIELD TUTORIALS
- FIND NEWSLETTERS AND NEWSLINE
- FIND REBRANDING FIELD KIT
- AND MUCH MORE....



# TRAINING MODULES



# TRAINING MODULES

[www.afa.org/membership/trainingmodules](http://www.afa.org/membership/trainingmodules)



**ACCESS FIELD LEADERS TRAINING**

**ACCESS FIELD LEADERS RESOURCES**

**ACCESS FIELD LEADERS PORTAL**

**ACCESS YOUR AFA LEADER EMAIL**

**ACCESS A VARIETY OF TRAINING VIDEOS TO HELP YOU BE THE MOST SUCCESSFUL IN YOUR ROLE AS A FIELD LEADER. GO TO AFA.ORG UNDER MEMBERSHIP - FROM THE DROP DOWN MENU CLICK ON AFA CHAPTERS AND SELECT ACCESS FIELD LEADERS TRAINING.**

## Training Modules

### NOTICE!



Due to technical difficulties, the Survey links in video type training modules are currently inop!

After you view the training, please return here and tap the button to **take the Survey**.

#### RECOMMENDED FIELD LEADER TRAINING

Please take a look at who should be getting what training in your organization.

### ADMINISTRATION

# AFA TRAINING MODULES - MADE BY FIELD LEADERS FOR FIELD LEADERS

These training modules contain information about:

Updating Your Field Leader Roster

Submitting a Plan or Report

Information on submitting your 990s to IRS

New Chapter checklist

...and so much more



# FIELD AWARDS



# AFA FIELD AWARDS

Nominations due April 30 each year



**INDIVIDUAL AWARDS**



**UNIT AWARDS**

# FIELD INDIVIDUAL AND UNIT AWARDS - NOMINATIONS DUE APRIL 30

## NOMINATE

Chapters submit nominations for select Individual and Unit Field Awards to their State President. **Note: the Field MUST submit nominations for consideration**

## SUBMIT YOUR NOMINATIONS

Forms for both Individual and Unit Awards can be found on Field Resources Page in **Awards** folder

## AFA AWARDS COMMITTEE REVIEWS AND SELECTS

The AFA Awards Committee reviews and selects winners in June and notify the award winners

## WINNERS ARE PRESENTED AT FIELD AWARDS DINNER AT AFA NATIONAL CONVENTION

Winners are awarded during Field Award ceremony at AFA National Convention

# COMMUNITY PARTNERS

Businesses/Organizations Supporting AFA



- **COMMUNITY PARTNER I OR II**

Instant source of revenue for the Chapter

- **PLAQUE, MEDALLION AND STORE DECAL**

- **RECOGNITION IN CHAPTER NEWSLETTERS**

- **PARTICIPATION IN CHAPTER EVENTS**

- **AFA MANAGER - CHRISTINE BROWN**

Any questions contact Christine at [cbrown@afa.org](mailto:cbrown@afa.org)



# EDUCATION

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- **CYBERPATRIOT**

info@uscyberpatriot.com -  
Rachel Zimmerman,  
Senior Director of  
Operations

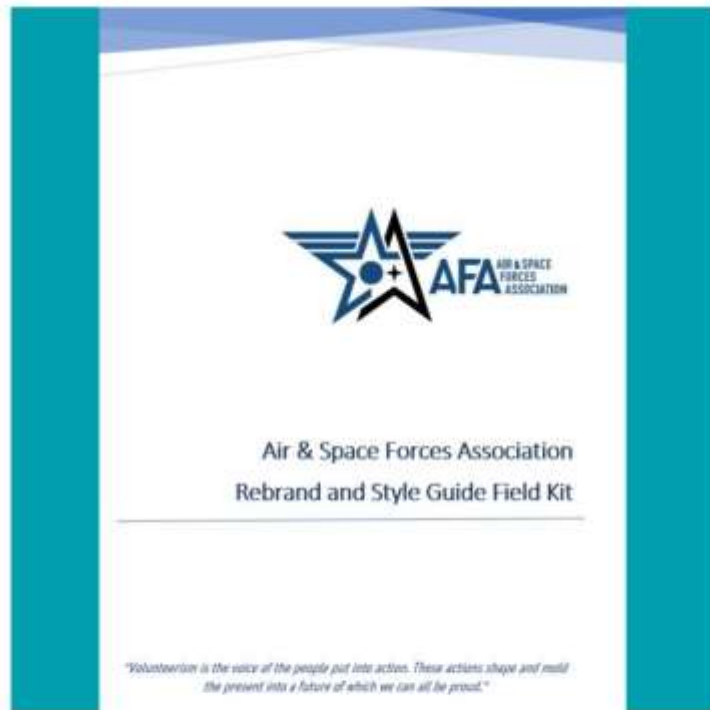
- **STELLARXPLORERS**

StellarXplorers@afa.org -  
Rebecca Dalton, Director  
of Operations

- **TOY,  
SCHOLARSHIPS,  
GRANTS,  
PITSENBARGER,  
FELLOWSHIPS**

education@afa.org - Joe  
Peel Manager, Aerospace  
Education

# AFA REBRAND AND STYLE GUIDE FIELD KIT



## AFA REBRAND FIELD KIT

Find updated information on how and what you need to know to update your chapter to the Air & Space Forces Association.

You can find this Field Kit in *AFA Field Resources* in the *Branding (Logos, Letterhead, Power Point)* folder.

# YOUR AFA MEMBER AND FIELD RELATIONS TEAM



## KARI VOLIVA

Vice President, Member & Field Relations

[kvoliva@afa.org](mailto:kvoliva@afa.org)



## CHRISTINE BROWN

Senior Manager, Community Outreach

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## JOE PEEL

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## KRIS PHILLIPS

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## VICTORIA WEITEKAMP

Community Support Coordinator

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## ALEX PANDURO

Membership Coordinator

[apanduro@afa.org](mailto:apanduro@afa.org)



## CINDY SLONE

Senior Manager, Membership

[cslone@afa.org](mailto:cslone@afa.org)



## GAIL REMY

Manager, Corporate Membership

# NEED HELP?

LET US KNOW AT [FIELD@AFA.ORG](mailto:FIELD@AFA.ORG)



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ADMINISTRATION

COMMUNICATIONS

LEADERSHIP, RECRUITING & RETENTION

PROGRAMS

ORGANIZATION



[Learn More](#)

