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

Introduction:

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

Preparation:

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

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

Mission Area Descriptions

c) The plans (and reports) are organized along four overarching mission areas: Education, Advocacy, Support, and Communication. Here is a brief summary of the types of activities envisioned in the four areas (Note: these are illustrative and not limiting):

i) **Education***:* This is primarily about the education of our youth: encouraging them to pursue STEM studies & assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP), AFJROTC, AFROTC units (to include Arnold Air Society and Silver Wings).

ii) **Advocacy***:* Obviously the first thing that comes to mind is associated with working with your legislators. This is important, but the "advocate" mission is also much more. It includes state and local leaders and even the community at large. Our goal is to promote a community understanding of, and support for, a strong air, space and cyber defense. Conducting forums and presentations help in promoting that understanding.

iii) **Support***:* Our Airmen & Guardians (current and former Active, Guard, Reserve, and AF/SF Civilians) and their families are making (or have made) sacrifices. We owe it to them to provide what support we can. Recognition and award programs, Wounded Airman, and family support are examples of activities that could be captured in this area.

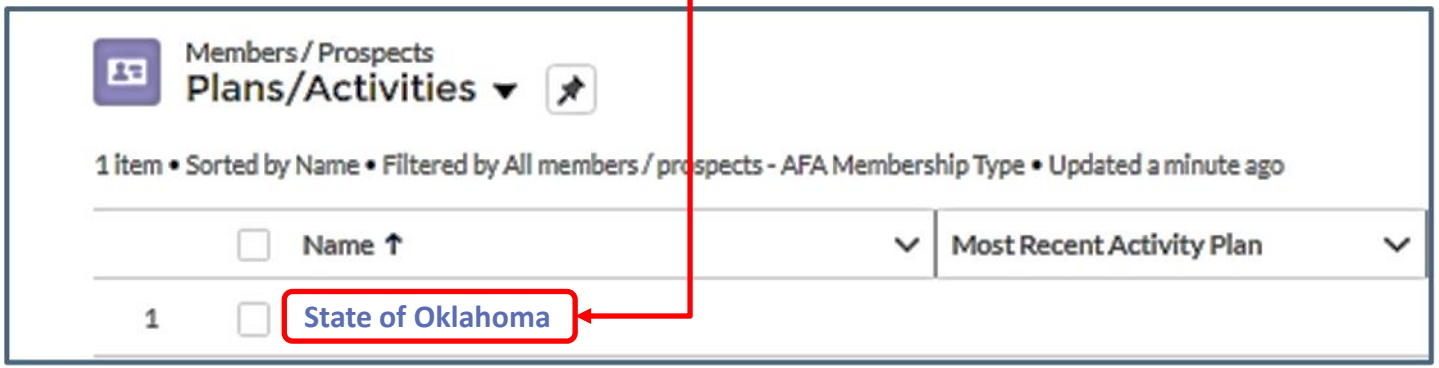
iv) **Communication***:* We must communicate with our members to inform them of state organization activities, to invite or encourage them to participate and pass on other important AFA information. Newsletters, social media and social events are activities that fit in this area. We must also make an effort to reach out to new and prospective members.

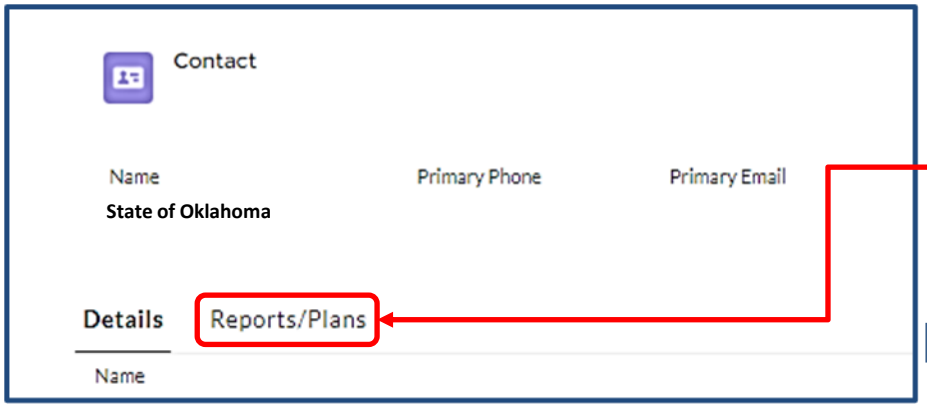
2) With an idea of what you want to accomplish over the next year, you are now ready to head to your Field Leaders Portal and start your new State Annual Activity Plan.

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

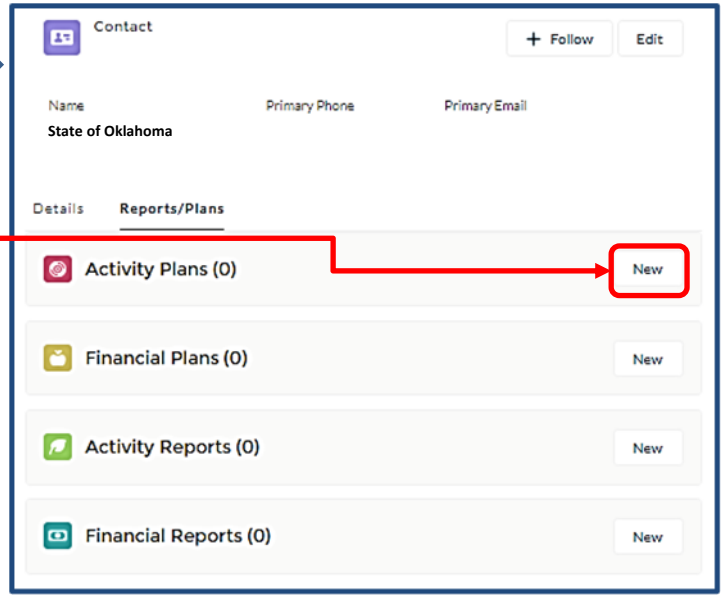
b) Then select, or tap on All Plans/Reports.

c) On the resultant page, select your state organization.

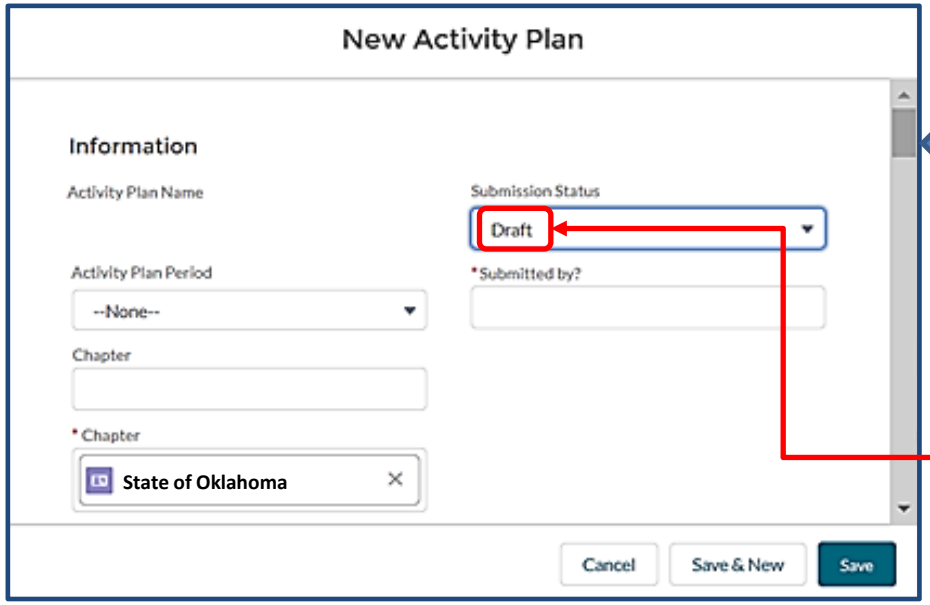




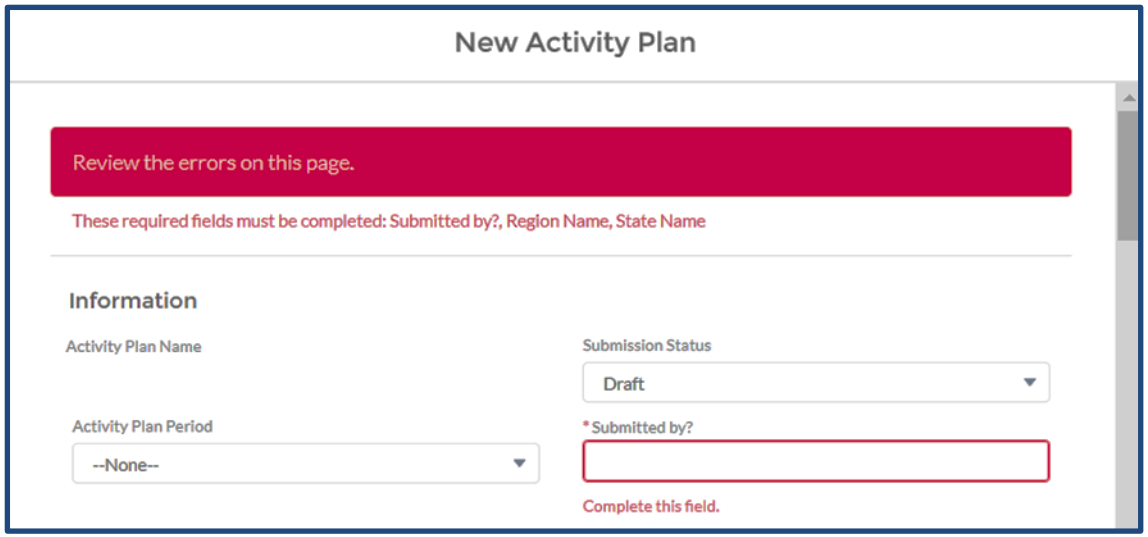
d) Now you need to select or tap on Reports/Plans. Yes…it's not readily apparent!

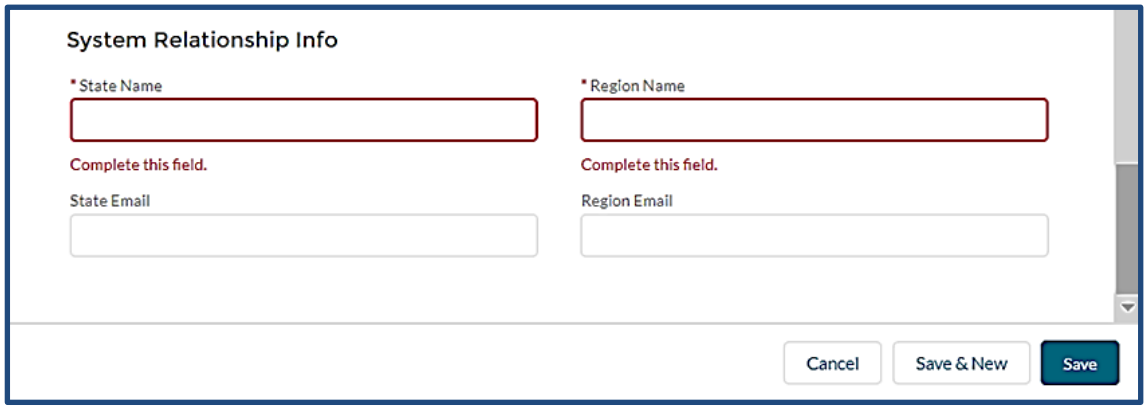


e) On this page, since you are starting a new Activity Plan, select the associated "New" button.



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



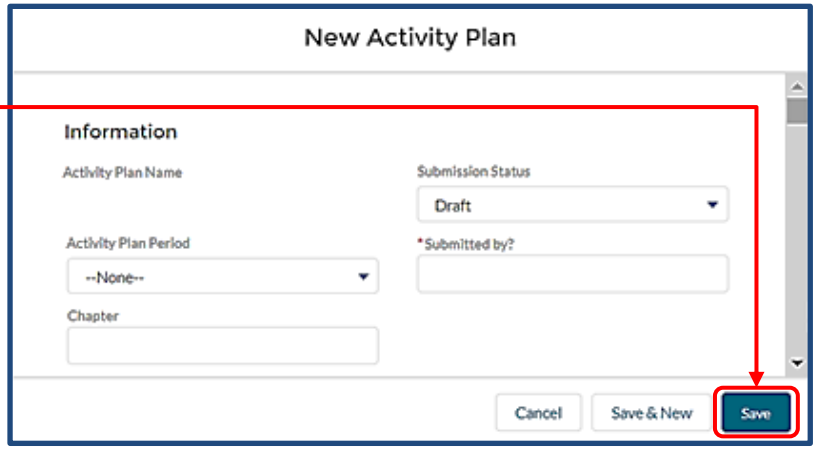


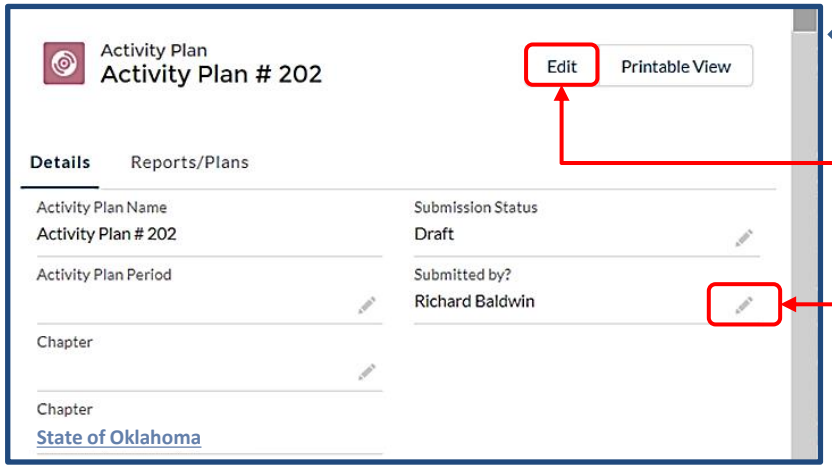
g) You'll quickly notice that you cannot initially save the new Activity Plan until you have filled in three items.
   i. The name of the person submitting the Plan (usually the president or secretary)
   ii. Your State name, and…
   iii. Your Region.

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

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

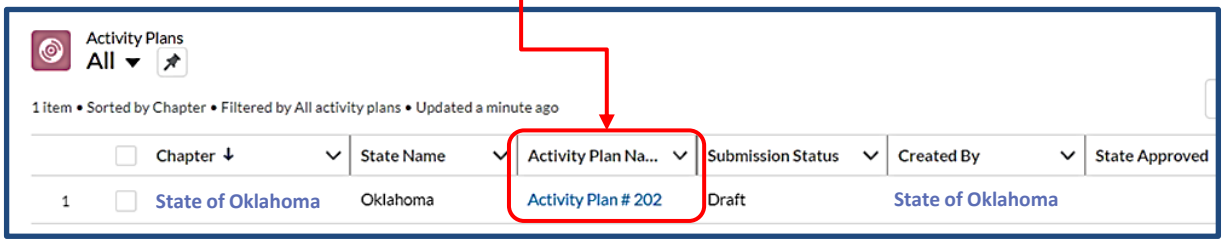
By the way, every time you decide to save your document (which should be often) you will pop yourself out of the edit page, back to the actual Plan (below).





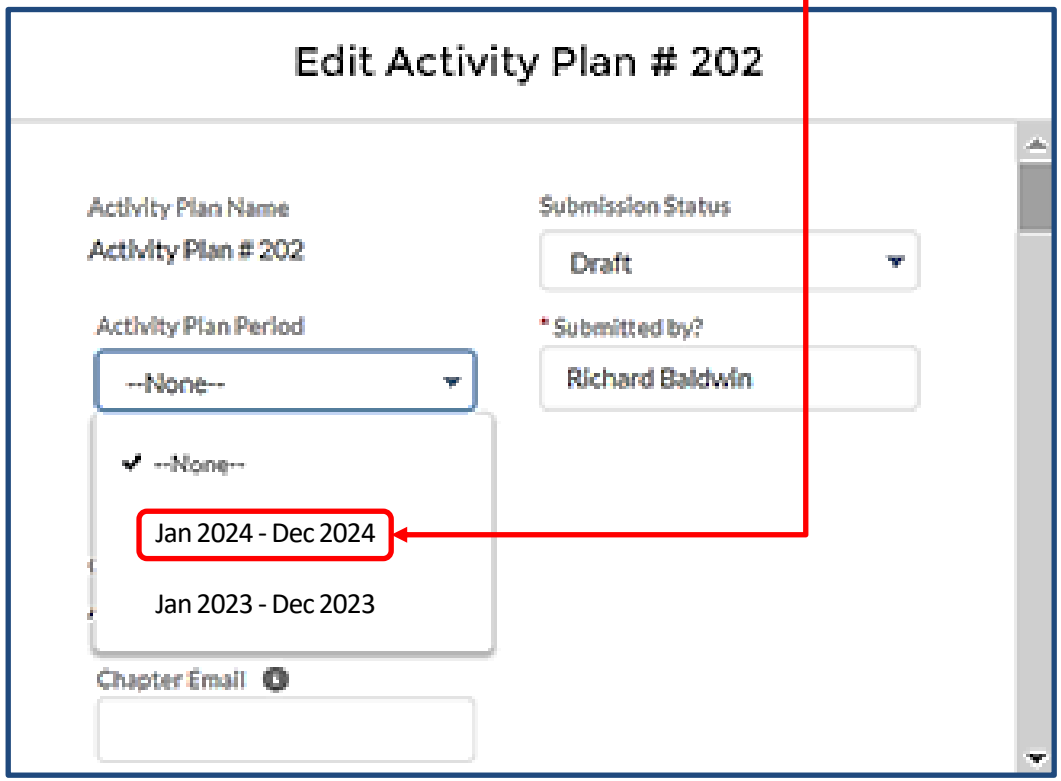
From here there are three ways to get back into the edit mode.

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



Completing the Plan:

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



b) ***Education*** – This section has four sub-areas; use the notes below to aid in filling them out.

i) AE1 – General Aerospace Education (AE) or STEM Programs, **other than CyberPatriot, StellarXplorers, or Teacher of the Year**.

ii) AE2 – National Youth Cyber Education Program (CyberPatriot and related programs)

iii) AE3 – StellarXplorers

iv) AE4 - Teacher of the Year

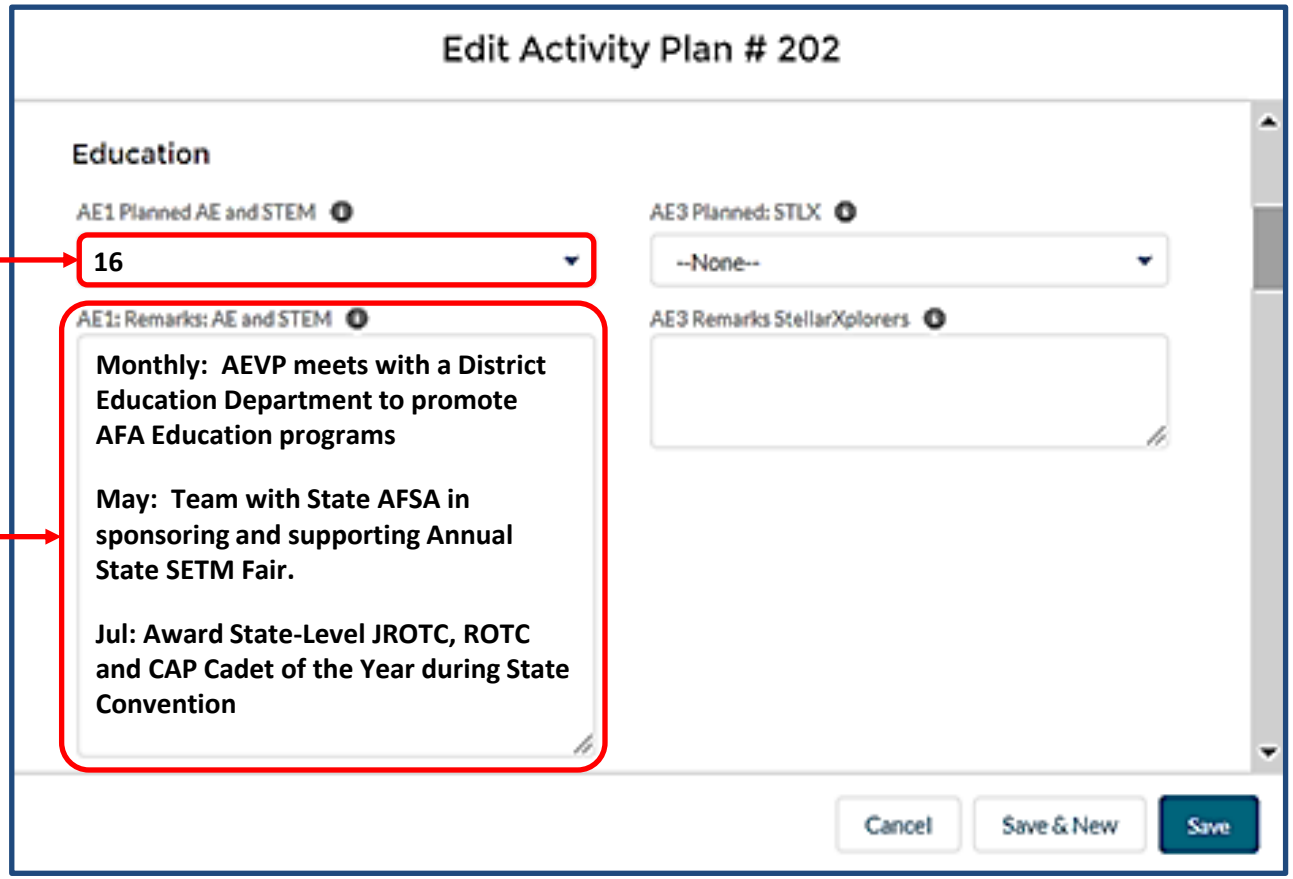
Notes:

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

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

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

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



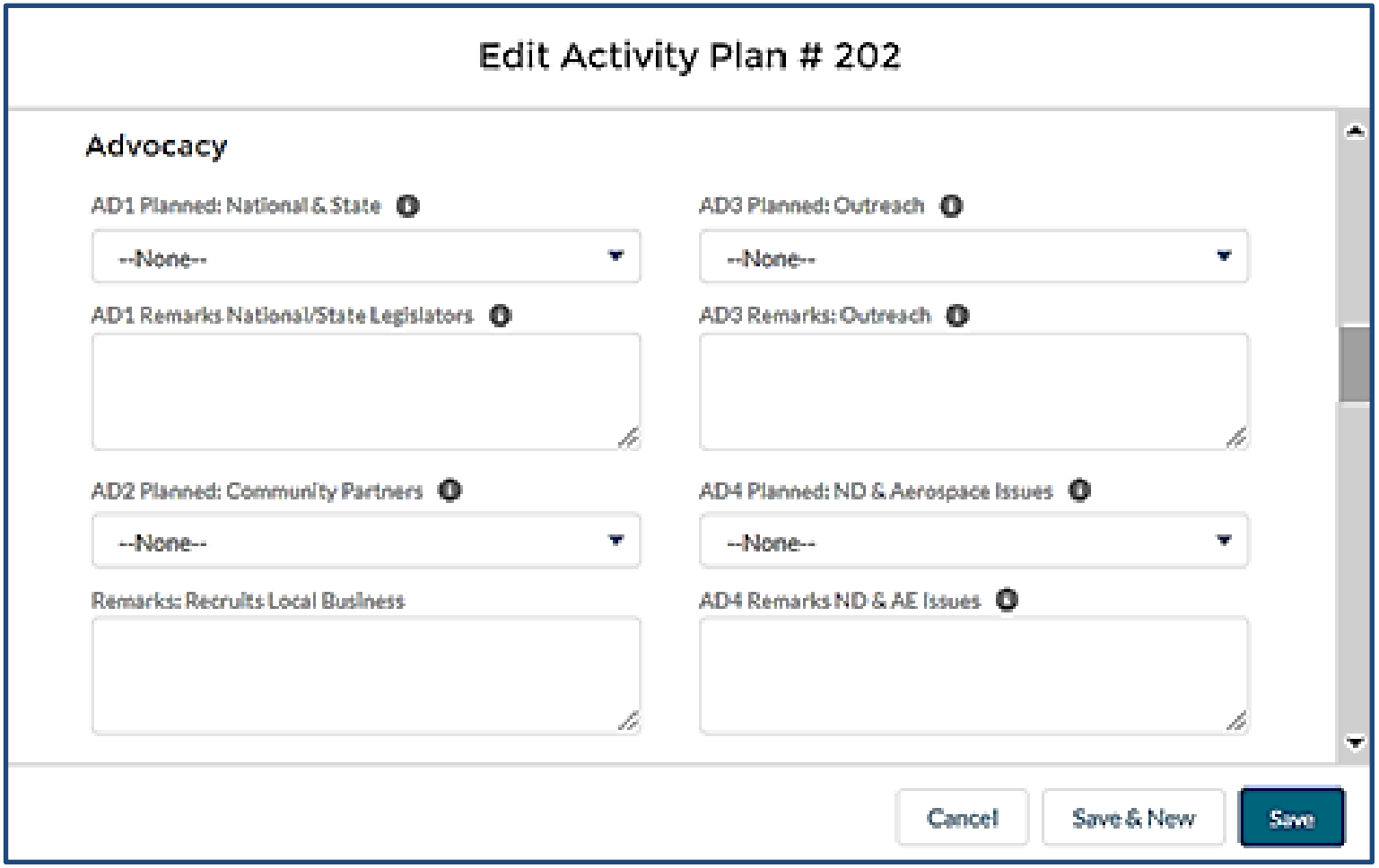
c) ***Advocacy*** – Similarly, complete sections that apply to your state organization under the Advocacy area.

i) AD1 – Working with national, state, and local legislative/community leadership and Staff

ii) AD2 – Recruiting local businesses (Community Partners)

iii) AD3 – Outreach programs to the community

iv) AD4 – Advocate national defense and aerospace issues to all audiences



d) ***Support*** – Complete the applicable sections for your state organization.

i) S1 – Support for Airmen (Active, Guard, and Reserve; includes Space Professionals)

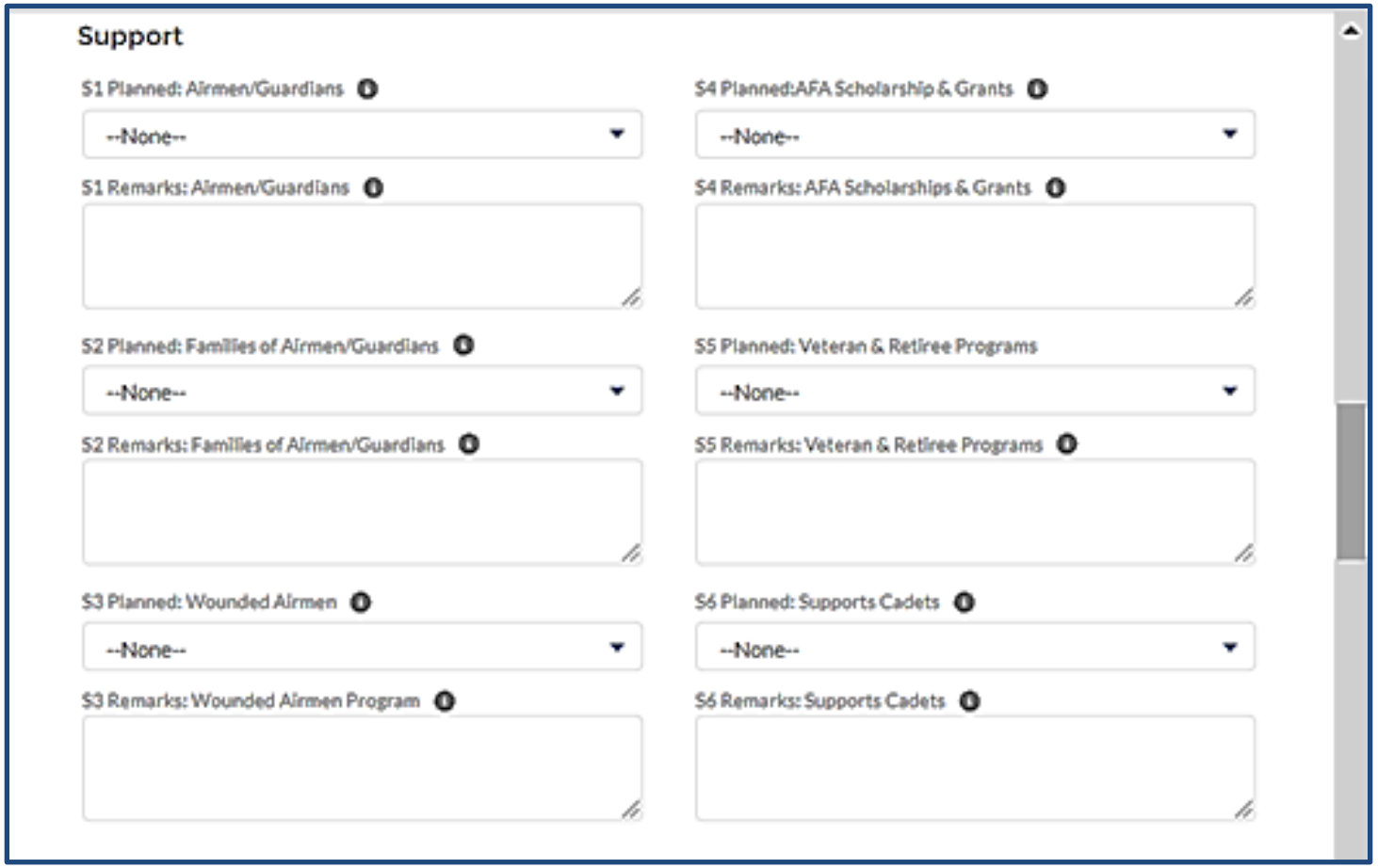
ii) S2 – Support for families of deployed Airmen and Space Professionals

iii) S3 – Wounded Airman Program

iv) S4 – Scholarships and Grants for Airmen, Space Professionals and Families

v) S5 – Programs for Vets/Retirees

vi) S6 – Programs for Cadets (JROTC, CAP, ROTC)



e) ***Communications*** – Complete the applicable sections for your state organization.

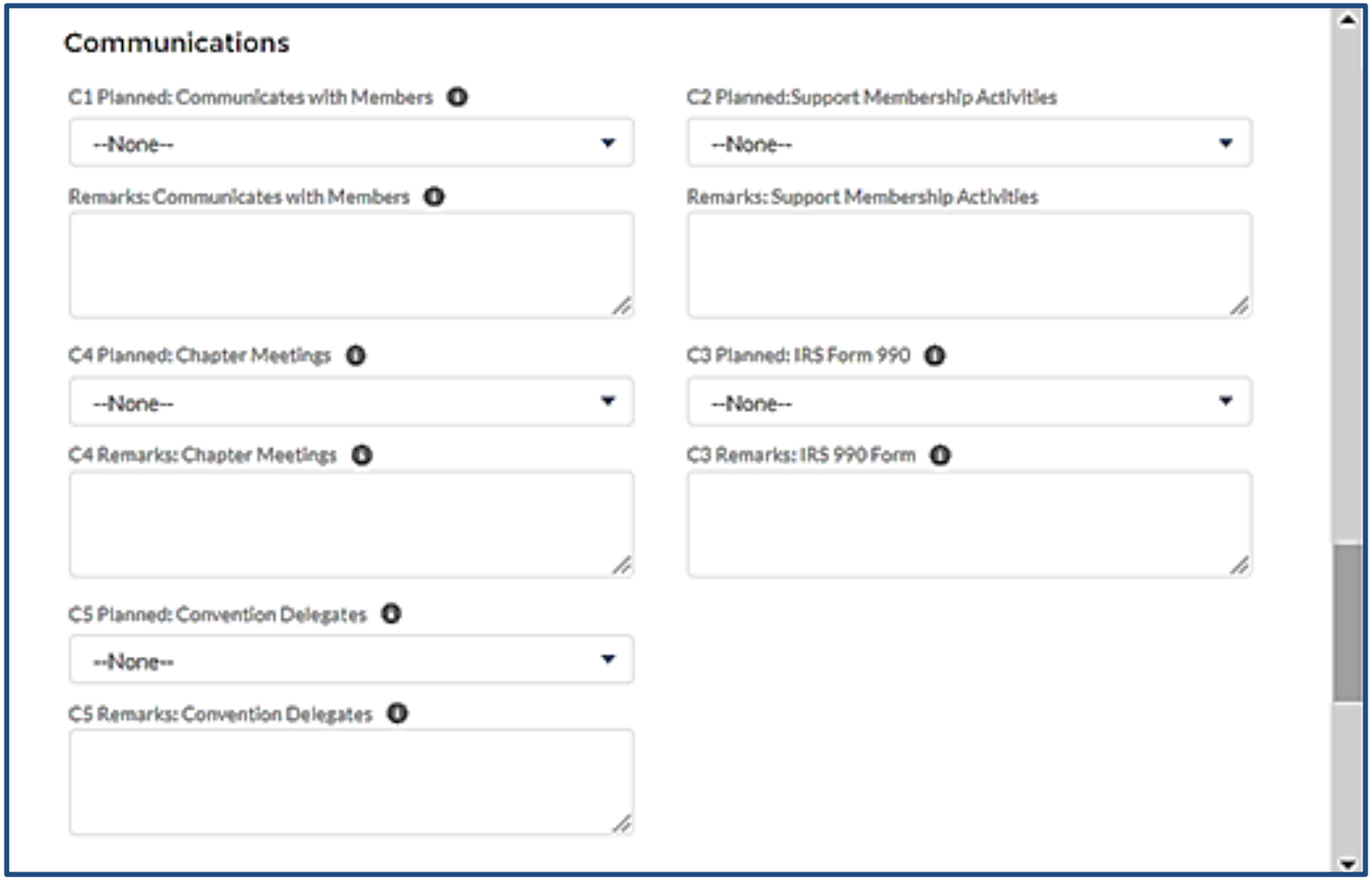
i) C1 - activities to facilitate communication with members and prospective members

ii) C2 - membership activities

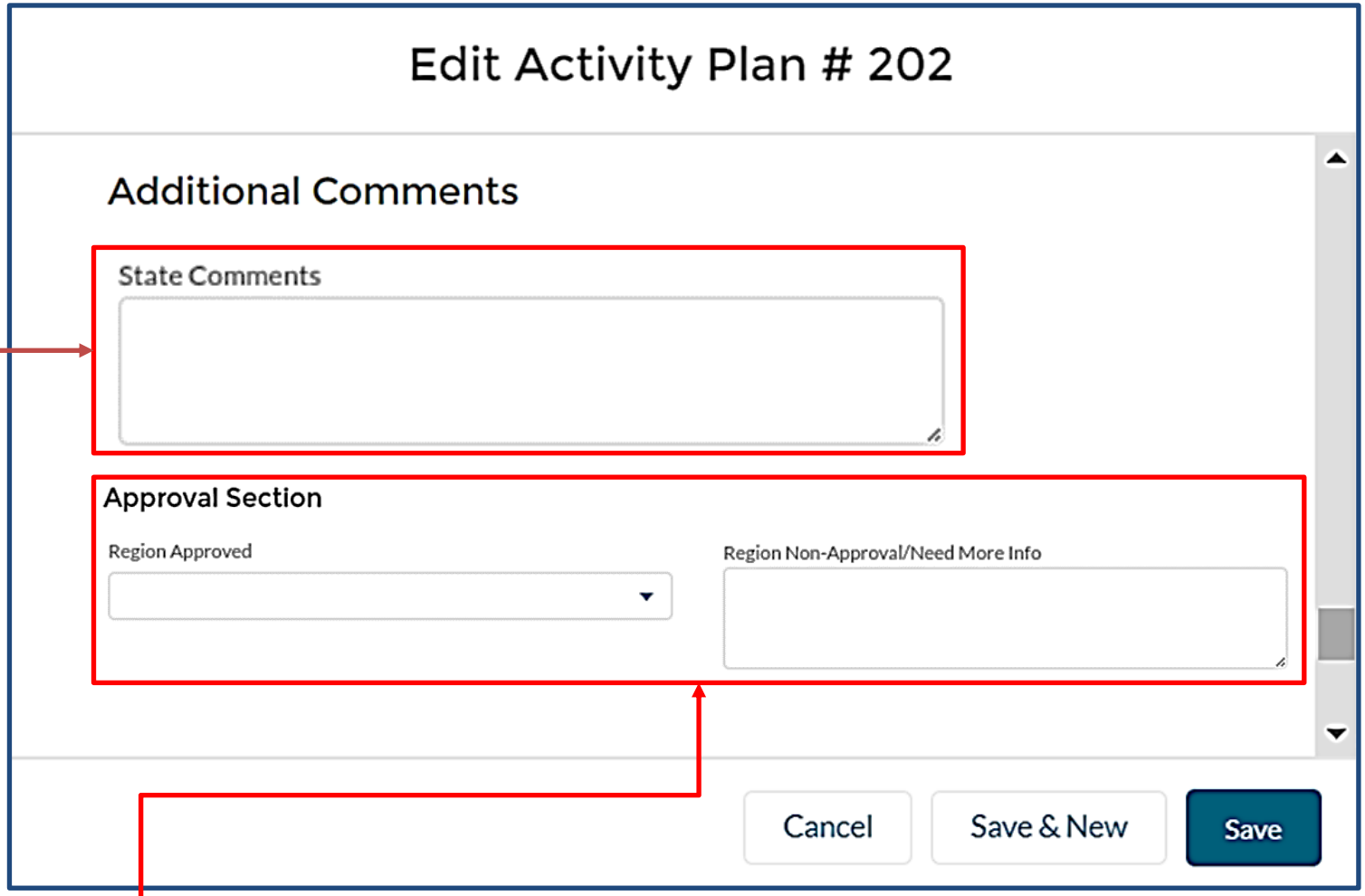
iii) C3 - completion of the IRS Form 990

iv) C4 - conduct of Executive Committee/Leadership meetings (face-to-face or virtual)

v) C5 - State sends Delegate(s) to annual National Convention (does not apply to first half semi-annual report)



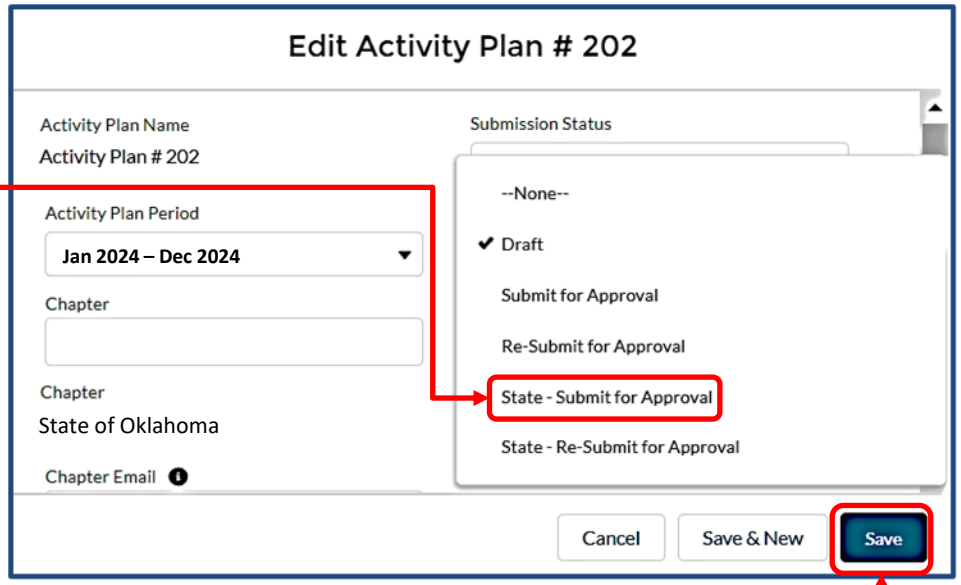
f) **Additional Comments** – There are times when you may want to add additional information or clarification. This section is where that can be accomplished.



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

Submitting the Plan:

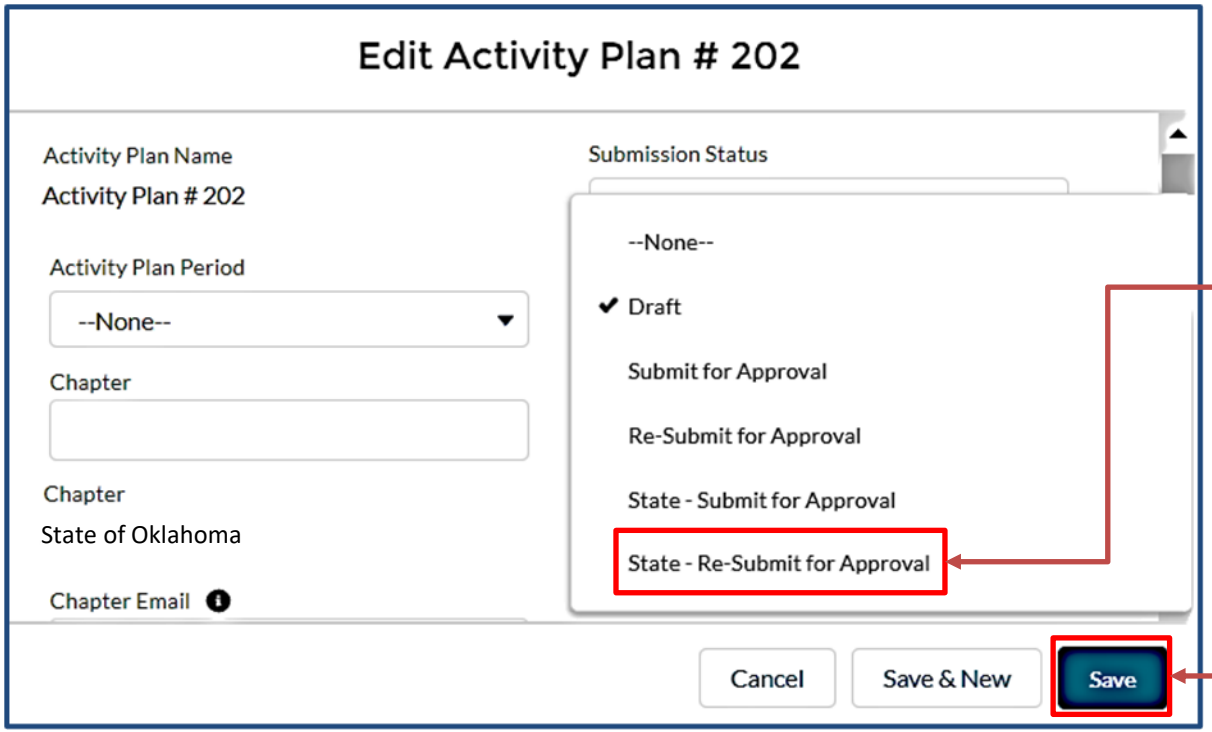
h) When your team has finished the plan, select State-Submit for Approval from the Submission Status pull-down menu, and then select SAVE.



4) Once you have your AAP submitted, your State President will give it a review.

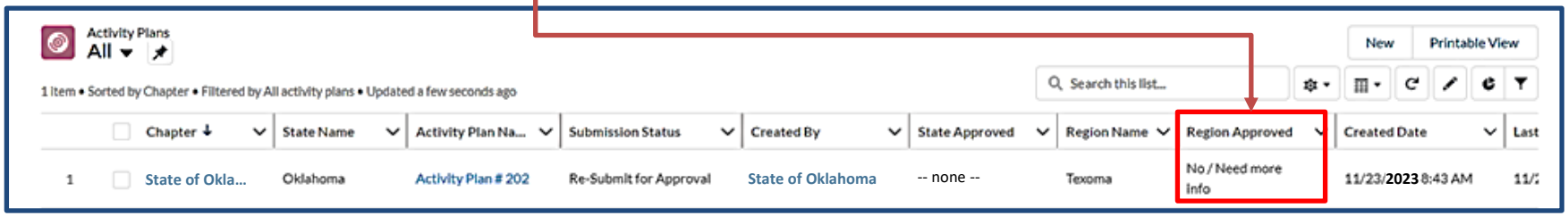
a) The Region President will either approve it with a "**Yes**", or disapprove it with a "**No/Need more info**" (to send it back to you for corrections/clarifications as required). Any reason for non-approval should be clearly stated in the State or Region's "**Non-Approval/Need More Info**" block.

b) Once the Region President approves the plan, the process is complete.



c) If the Region requires you to make a correction(s), use the State - Re-Submit for Approval selection in the Submission Status pull-down menu after you've made the updates. Again, don't forget to save!

d) **Be pro-active**…the Region president has a large number of plans to review. As the 31 December AAP submission deadline approaches, a friendly phone call, text or email to your Region President may be helpful if the Region approved block doesn't say "Yes".

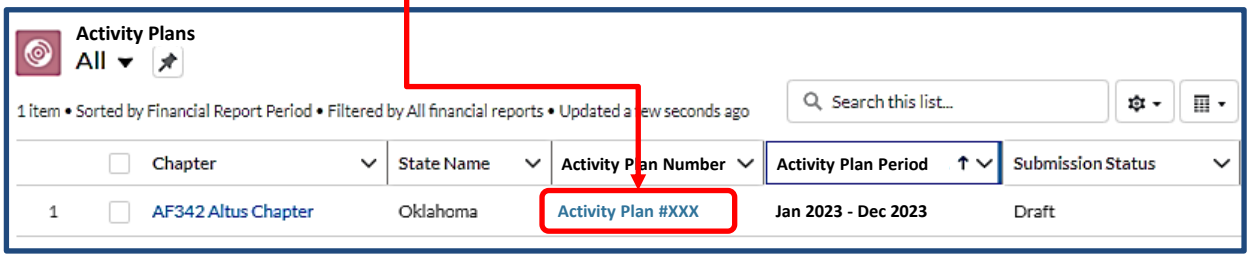


State/Region-Level Approval Process
For Chapter Plans

8) Here is the procedure to review chapter plans when they come to you:

a) From your Field Leaders Portal, Select Activity Plans.

b) Select the Activity Plan of the Chapter you want to review.



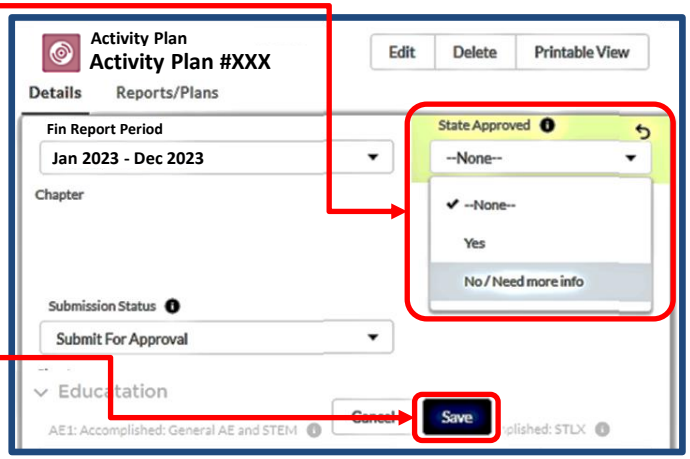
c) When the plan comes up, give it a thorough review, top to bottom.

d) When you're ready to approve the plan, or send it back for one reason or another, select the State (or Region) Approval Edit Pencil.

e) Then, open the pull-down menu and select what you want to do. Be sure to include appropriate remarks in the "State (or Region) Comments" box if sending it back. **Note:** Text put in the State (or Region) "Non-Approval/ Need more info" comment box does not currently save!

f) Don't forget to hit the "Save" button.

g) Now you can move on to the next plan.



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

Survey

How was your experience?
Can we make it better?

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