



AFA 101 Briefing 2024 Field Leadership Summit

Host: Kris Philips

March 2024



AFA 101

REGION, STATE AND CHAPTER 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 field@afa.org

TO FIND GO TO:

AFA.org

Under **Membership** click on **Chapters & Field Leaders**

Under **Resources** click the **Learn More** button



REGION LEVEL REQUIREMENTS



REGION PRESIDENT REQUIREMENTS

The Region serves its state organizations and chapters by providing leadership and coordinating all AFA activities within its geographical area.

- **EACH REGION IS HEADED BY A PRESIDENT, WHO IS ELECTED ANNUALLY BY THE MEMBERS OF THE REGION EXECUTIVE COMMITTEE**
- **THE REGION ORGANIZATION IS NOT AN OPERATIONAL UNIT, BUT ITS PRESIDENT HAS COORDINATION, ADMINISTRATIVE AND LEADERSHIP RESPONSIBILITY FOR STATE ORGANIZATIONS**
- **AND ACTS AS THE EQUIVALENT OF THE STATE ORGANIZATION IN THOSE LOCATIONS WHERE THERE IS NO STATE ORGANIZATION**
- **EACH REGION PRESIDENT IS THE SENIOR REPRESENTATIVE FOR AFA WITHIN ITS GEOGRAPHICAL BOUNDARIES**
- **RESPONSIBILITY FOR CARRYING OUT THE MISSION OF THE ORGANIZATION FALLS ON THE REGION PRESIDENT WORKING THROUGH THE STATE PRESIDENTS.**



STATE LEVEL ORGANIZATIONAL REQUIREMENTS



STATE ORGANIZATIONAL REQUIREMENTS



AT LEAST TWO ACTIVE CHAPTERS



STATE ORGANIZATIONAL REQUIREMENTS



APPROVED BYLAWS



STATE ORGANIZATIONAL REQUIREMENTS



**SPONSOR A STATE ANNUAL
CONVENTION**



STATE ORGANIZATIONAL REQUIREMENTS



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



STATE ORGANIZATIONAL REQUIREMENTS



**HAVE CURRENT STATE FIELD
LEADER ROSTER**

Update by October 31 each year



STATE ORGANIZATIONAL REQUIREMENTS



ANNUAL ACTIVITY AND FINANCIAL PLANS

Due December 31



STATE ORGANIZATIONAL REQUIREMENTS



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 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
JANUARY-JUNE - DUE JULY 31; JULY-DECEMBER DUE JANUARY 31

CHAPTER LEVEL ORGANIZATIONAL REQUIREMENTS



CHAPTER ORGANIZATIONAL REQUIREMENTS



MINIMUM OF 20 VOTING MEMBERS



CHAPTER ORGANIZATIONAL REQUIREMENTS



APPROVED BYLAWS



CHAPTER ORGANIZATIONAL REQUIREMENTS



A MINIMUM OF THREE ELECTED OFFICERS



CHAPTER ORGANIZATIONAL REQUIREMENTS



ANNUAL CHAPTER FIELD LEADER ROSTER

Updated by October 31 each year



CHAPTER ORGANIZATIONAL REQUIREMENTS



ANNUAL ACTIVITY AND FINANCIAL PLANS

Due December 31 each year



CHAPTER ORGANIZATIONAL REQUIREMENTS



SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS

January - June Due July 31

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CHAPTER 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 Education, VP Community Partners, etc.)



OFFICERS

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



CHAPTER PRESIDENT GUIDELINES



- **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

- **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



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



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 the **Field Operations Guide (FOG)**

PLANS AND REPORTS



AFA FIELD LEADER PORTAL

Home

Rosters ▾

Membership Reports ▾

Reports/Plans ▾

Other ▾

AFA Field Leaders Portal

Search



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

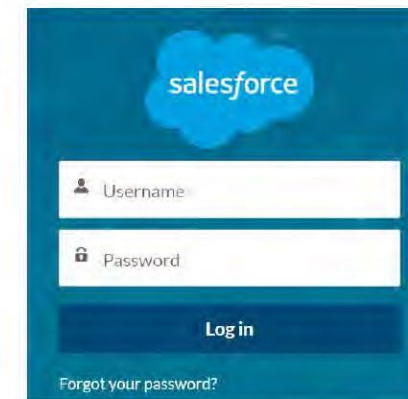
Activity Reports

Financial Reports



TO ACCESS AFA FIELD PORTAL

- GO TO AFA.ORG
- CLICK ON MEMBERSHIP
- FROM DROPDOWN MENU CLICK ON CHAPTERS & FIELD LEADERS
- SCROLL DOWN TO FIELD LEADERS PORTAL BOX AND CLICK “SIGN IN”
- ENTER YOUR AFA USER NAME AND PASSWORD
When prompted



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 on AFA.org under **Membership / Chapters & Field**. Click the Sign In button under **Field Leaders Portal**.

We also have available a training module available - Under **Membership/Chapters & Field**, click on **Access Training Modules** under the **Field Training Modules** block.

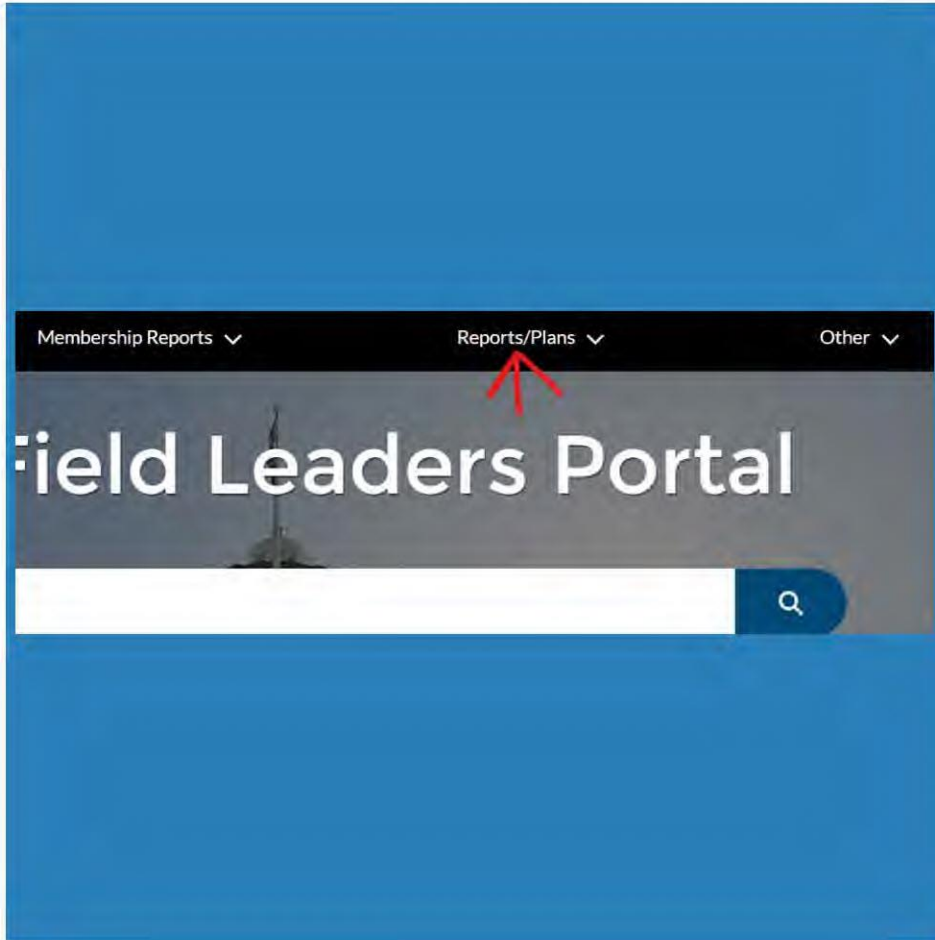


IMPORTANT

**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

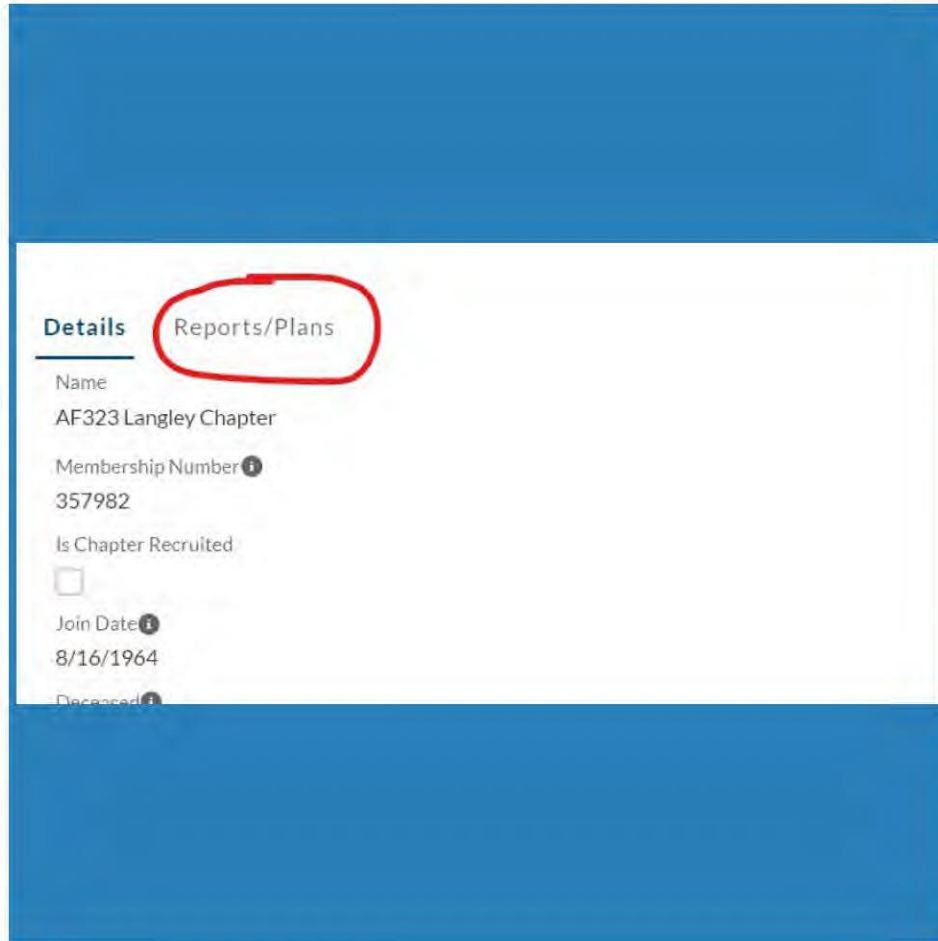


TO ACCESS A PLAN OR REPORT TEMPLATE

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,

FIELD PORTAL



TO ACCESS A PLAN OR REPORT TEMPLATE

Click on **Reports/Plans**

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

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



- **REPORT ALL CHAPTER AND STATE ACTIVITIES**

- **BE AS CONCISE AS YOU CAN**

CHAPTER AND STATE SEMI-ANNUAL ACTIVITY AND FINANCIAL REPORTS



- **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 TO AFA FIELD RESOURCES PAGE ON AFA.ORG

Under **Membership**, click on **Chapters & Field Leaders** from the drop down menu and click on **Learn More** under **Resources** box

AFA FIELD RESOURCES

- **FIELD OPERATION GUIDE (FOG)**
- **NEW BYLAWS TEMPLATE AND INSTRUCTIONS**
- **REBRANDING FIELD KIT**
- **FIELD AWARDS AND TEACHER OF THE YEAR APPLICATIONS**
- **AND MUCH MORE...**

Field Leader Resources

This one-stop library of resources includes membership applications, nomination forms, marketing materials, awards applications, and more. All of these resources are downloadable.

Field Operations

- [Field Operations Guidebook \(FOG\)](#)

AFA Branding

- [Rebranding Kit](#)
- [Letterhead Template](#)
- [Program Logos](#)



TRAINING MODULES



TRAINING MODULES

[AFA.org/membership/trainingmodules](https://afa.org/membership/trainingmodules)



Field Training Modules

The Field Council Training Sub-Committee (FCTS) has put together several training modules and instructions to aid in the efficient operation of the Chapter, State, and Region organizations.

ACCESS TRAINING

BY CLICKING "ACCESS TRAINING"

You will have access to 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 / Chapters & Field Leaders** and click on **Access Training** under **Field Training Modules** block.

Training Modules

TAKE THE SURVEY

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.

AFA TRAINING MODULES - MADE BY FIELD LEADERS FOR FIELD LEADERS

[AFA.org/membership/trainingmodules](https://afa.org/membership/trainingmodules)

These training modules contain information about:

Updating Your Field Leader Roster

Submitting a Plan or Report

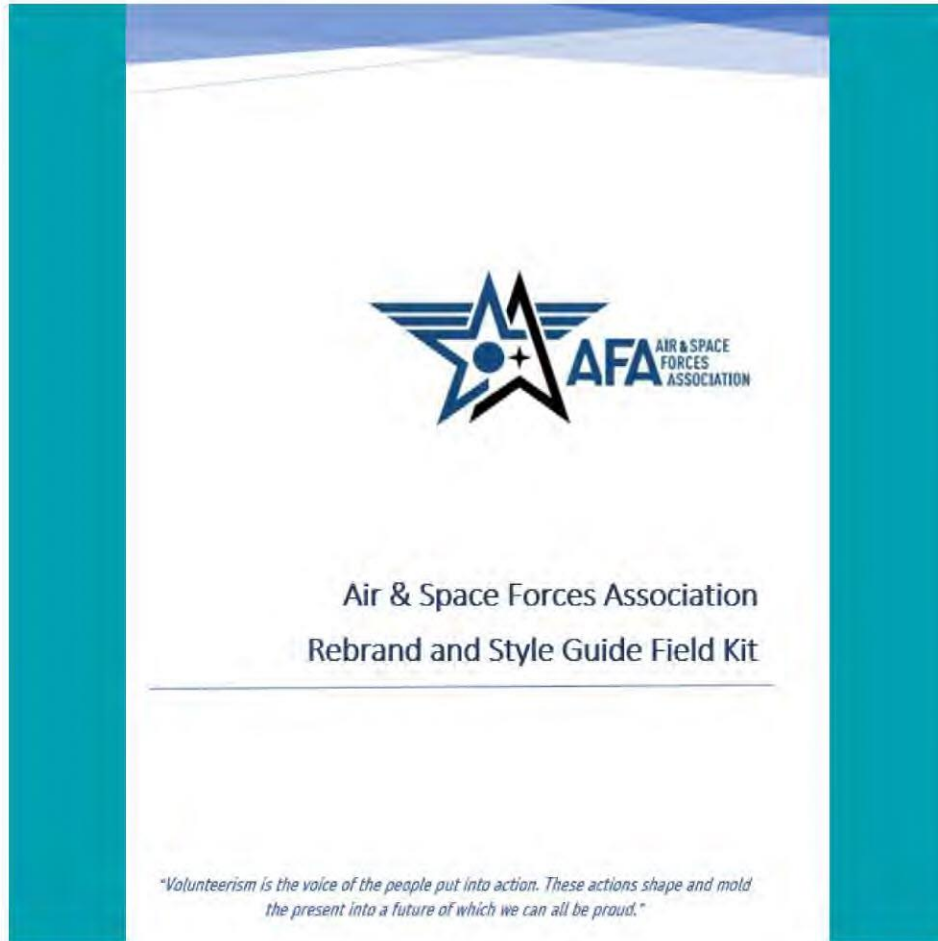
Information on submitting your 990s to IRS

New Chapter checklist

...and so much more



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 on **AFA.org** under **Membership/Chapters & Field Leaders** and click the **Learn More** button on the **Resources** block.

AFA IN ACTION



AFA IN ACTION

How is your Chapter, Region, or State supporting the AFA mission? Share your story with our entire Air and Space Forces community by drafting an article and submitting it to our AFA in Action newsroom.

- **UPCOMING EVENTS**

Let us know events you your Chapter or State is hosting locally

- **COMMUNITY NEWS**

Highlight the impact to your Community as you move AFA's mission forward

- **AFA MEMBER HIGHLIGHT**

Describe the great work of one or more of your Chapter members and any recognition

- **SUBMIT YOUR STORY**

Submit your story and following the guidelines: <https://www.afa.org/afa-in-action-submission-form/>



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 **AFA.org** under **Membership / Chapter & Field Leaders** - click **Learn More** under **Resources** block

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

Most winners are awarded during Field Award ceremony at AFA's National Convention



COMMUNITY PARTNERS



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 or Amanda at alewis@afa.org

AFA EDUCATION PROGRAMS



EDUCATION



- **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, Education



YOUR AFA MEMBER AND FIELD RELATIONS TEAM



KARI VOLIVA

Vice President, Member & Field Relations

kvoliva@afa.org



CHRISTINE BROWN

Senior Manager, Community Outreach

cbrown@afa.org



ALEX PANDURO

Corporate Membership Coordinator

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KRIS PHILLIPS

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VERNON HEMPHILL

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AMANDA LEWIS

Community Support Coordinator

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GAIL REMY

Director Membership

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JOE PEEL

Manager, Education

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MIRANDA ROBERTS

Volunteer & Committee Coordinator

mroberts@afa.org

NEED HELP?

LET US KNOW AT FIELD@AFA.ORG

IF YOU HAVE ANY TECHNICAL
ISSUES OR ISSUES WITH YOUR AFA
EMAIL ACCOUNTS CONTACT:
ITHELPDESK@AFA.ORG







Tra

ADMINISTRATION
COMMUNICATIONS
LEADERSHIP, RECRUITING & RETENTION
PROGRAMS
ORGANIZATION

ADM

- [AFA 101 for RPs & SPs | Slides \(NEW\)](#)
- [Field Leader Portal – Introduction](#)
- [Rosters – Membership](#)

AFA Field Awards

AFA's Scott Van Cleef Emerging Leader Program



WWW.AFA.ORG