

# **Recommended AFA Field Leader Training**

(June, 2025)

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 within the Air Force Association.

This document summarizes the FCTS's specific training recommendations for each field leader, based on his or her field organization and position.

| Chapter Elected Officerspg. 2   |
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| State Officerspg. 4             |
| Region Officerspg. 5            |

Please note: At the bottom of each training table there is a key explaining the three different training level categories:

**"X"** indicates <u>Primary training</u> that should be accomplished based on the requirements and responsibilities of the position.

**"S"** indicates <u>Secondary training</u> that will be helpful based of the requirements and responsibilities of the position, but should be reviewed only after the Primary (X) training has been accomplished.

**"A"** indicates <u>Assumption training</u> that should be reviewed immediately upon being newly selected or elected to a leadership position within your organization.

"**A**\*" indicates <u>Assumption training</u> that should be reviewed immediately <u>if</u> your position has access to your organization's AFA Email account.

If you have any questions or recommendations, please forward them to...

Rig Baldwin

Chairman, Field Council Training Sub-Committee OK342.altus@afa.org

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#### **Chapter Elected Officers**

|   | Module / Instruction   | Last<br>Updated   | Month to<br>View | President   | Vice President   | Secretary   | Treasurer |
|---|--|---|------------------|---|--|---|-----------|
|   | AFA Organization - Introduction  | Oct-22  |                  | Х   | Х  | Х   | Х         |
|   | AFA Organization - Chapter Basics  | Nov-22  |                  | А   | А  | А   | А         |
| _   | AFA Organization - Chapter Elected Officers  | Nov-22  |                  | А   | А  | А   | А         |
| tior  | AFA Organization - Chapter Appointed Officers  | Feb-23  |                  | А   | А  | А   | А         |
| Organization                                  | AFA Organization - State (Introduction)  | Mar-23  |                  | Х   | Х  | Х   | Х         |
| gar   | AFA Organization - State (Elected Officers)  | Aug-23  |                  | Х   | Х  | Х   | Х         |
| ō   | AFA Organization - State (Appointed Officers)  | Apr-23  |                  | Х   | Х  | Х   | Х         |
|   | AFA Organization - Region  | Oct-23  |                  | Х   | Х  | Х   | Х         |
|   | AFA Organization - Board of Directors  | Oct-23  |                  | Х   | Х  |   |           |
|   | AFA Organization - President & National  | Nov-23  |                  | Х   | Х  |   |           |
|   | AFA 101 for RPs and SPs  | Jan-25  |                  |   |  | •   |           |
|   | Field Operations Guide (FOG) - Introduction  | Jan-25  |                  | A   | A  | A   | A         |
|   | Governance Manual (GM) - Introduction  | Jan-25  |                  | ^   | ^  | ٨   | ^         |
|   | Field Leader Portal - Introduction Chapter Annual Activity Plan  | Dec-24<br>Apr-24  | Dec              | A<br>X  | A<br>X   | A<br>X  | A<br>X    |
|   | Chapter Annual Activity Plan<br>Chapter Annual Financial Plan  | Apr-24<br>Apr-24  | Dec              | X   | X  | X   | X         |
|   | State Annual Activity Plan   | Apr-24<br>Apr-24  | Dec              | ~   | ^  | ^   | ~         |
| _   | State Annual Financial Plan  | Apr-24<br>Apr-24  | Dec              |   |  |   |           |
| tio   | Chapter Semi-Annual Activity Report  | Jun-25  | Dec/Jun          | Х   | Х  | х   | х         |
| Administration                                | Chapter Semi-Annual Financial Report   | Jun-25  | Dec/Jun          | X   | X  | X   | X         |
| inin  | State Semi-Annual Activity Report  | Jun-25  | Dec/Jun          | ^   | ^  | ^   | ^         |
| Adn   | State Semi-Annual Financial Report   | Jun-25  | Dec/Jun          |   |  |   |           |
|   | Rosters - Field Leader   | Oct-22  | Oct              | Х   | Х  | Х   | х         |
|   | Rosters - Membership   | Oct-22<br>Oct-22  | Oct              | X   | ×  | ×   | ^         |
|   | Starting a New Chapter Checklist   | Dec-22  | OCI              | ^   | ^  | ^   |           |
|   | Restarting an Inactive Chapter (Video)   | Oct-22  |                  | s   | s  |   |           |
|   | Restarting an Inactive Chapter (Checklist)   | Dec-22  |                  | Ŭ   | 0  |   |           |
|   | 501(c)(3) Benefits   | Feb-25  | Feb              | А   | А  |   | А         |
|   | Maintaining Tax-Exempt Status  | 0 1 00  |                  | -   |  |   |           |
|   |  | Oct-23  | Feb              | А   | А  |   | Α         |
|   | Effetive Newsletters   | Apr-24  | Feb              | A<br>S  | A<br>S   |   | A         |
|   | Effetive Newsletters<br>AFA in Action  | _   | Feb              | _   | _  |   | A         |
| ion   |  | Apr-24  | Feb              | S   | S  | A*  | A<br>A*   |
| ication                                       | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut  | Apr-24<br>Nov-24  | Feb              | S<br>S  | S<br>S   | A*<br>A*  |           |
| nunication                                    | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters   | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24  | Feb              | S<br>S<br>A   | S<br>S<br>A*   | A*  | A*        |
| mmunication                                   | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge  | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22   | Feb              | S<br>S<br>A<br>A  | S<br>S<br>A*<br>A*   |   | A*        |
| Communication                                 | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant  | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22  | Feb              | S<br>A<br>A<br>S  | S<br>S<br>A*<br>A*<br>S  | A*  | A*        |
| Communication                                 | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)  | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           May-22   | Feb              | S<br>S<br>A<br>A<br>S<br>S  | S<br>S<br>A*<br>A*<br>S<br>S   | A*  | A*        |
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|   | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Participant (Laptop & PC)<br>Leadership Planning   | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           May-22           Jun-22           Oct-23   | Feb              | S A A A S S S S   | S<br>A*<br>A*<br>S<br>S<br>S<br>S<br>S   | A*  | A*        |
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| Advocacy Leadership, Recruiting,<br>Retention | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs   | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           May-22           Jun-22           Oct-23           Oct-23           Oct-23           Oct-23           Oct-24           Oct-25           Oct-27           Oct-28           Oct-29           Oct-21           Oct-22           Oct-23           Oct-24           Nov-23           Apr-23           Apr-23           Apr-23           Oct-23           Oct-23           Oct-23           Oct-23           Oct-23           Oct-23           Apr-23           Apr-23           Apr-23           Oct-23           Oc | Feb              | S       S       A       S       S       S       S       X       X       S   | S       S       X         A*       A*         S       S       S  | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |
| Advocacy Leadership, Recruiting,<br>Retention | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations  | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           Jun-22           Jun-22           Jun-22           Jun-22           Oct-23           Oct-23           Oct-22           Oct-22           Oct-22           Oct-23           Nov-23           Apr-23           Aug-23           Oct-23           Oct-23           Oct-23           Oct-23           Aug-23           Aug-23           Aug-23           Oct-23   | Feb              | S       A       S       S       S       S       X       X       S   | S       S       A*         A*       S       S         S       S       S  | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |
| Advocacy Leadership, Recruiting,<br>Retention | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Program          | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           Jun-22           Jun-22           Jun-22           Oct-23           Oct-23           Oct-23           Oct-22           Oct-22           Oct-22           Oct-23           Nov-23           Apr-23           Nov-23           Aug-23           Oct-23           Oct-23           Oct-23           Oct-24           Nov-23           Aug-23           Oct-23           Oct-23           Oct-23           Oct-23           Oct-23           Oct-23           Oct-23           Jul-24           Nov-23           Oct-23           Jul-24   | Feb              | S     S     A     S     S     S     S     X     X     X     S <td>S       S       A*         A*       S       S         S       S       S</td> <td>A*<br/>S<br/>3<br/>4<br/>7<br/>7<br/>7<br/>7<br/>7<br/>7<br/>7<br/>7</td> <td>A*<br/>A*</td> | S       S       A*         A*       S       S         S       S       S  | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |
| Advocacy Leadership, Recruiting,<br>Retention | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Recruiting   | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           Jun-22           Jun-22           Oct-23           Oct-23           Oct-23           Oct-24           Oct-23           Oct-24           Oct-23           Jul-24           Nov-23           Oct-23           Jul-24           Nov-23           Jul-23           Jul-24  | Feb              | S       A       S       S       S       S       X       X       S   | S       S       A*         S       S       S       S       S         S       S       S       S       S       S         S       S       S       S       S       S       S         S       S       S       S       S       S       S       S         S       S       S       S       S       S       S       S       S       S         S | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |
| Advocacy Leadership, Recruiting,<br>Retention | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Recruiting<br>Community Partner Retention | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           May-22           Jun-22           Oct-23           Oct-23           Oct-23           Oct-24           Oct-25           Oct-26           Oct-27           Oct-28           Oct-29           Oct-21           Oct-22           Aug-23           Nov-23           Apr-23           Jul-24           Nov-23           Jul-24           Nov-23           Jul-24           Nov-23           Jul-24   | Feb              | S       A       S   | S       S       A*         S       S       S       S       S         S       S       S       S       S       S         S       S       S       S       S       S       S         S       S       S       S       S       S       S       S         S       S       S       S       S       S       S       S       S       S         S | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |
| Leadership, Recruiting,<br>Retention          | AFA in Action<br>Email - Finding Your Account and Logging In<br>Email - Create a Shortcut<br>Facebook for Chapters<br>How to Use Mail Merge<br>Teams Meetings - Participant<br>Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Recruiting   | Apr-24           Nov-24           Dec-22           Jan-23           Apr-24           Apr-22           Jun-22           Jun-22           Jun-22           Oct-23           Oct-23           Oct-23           Oct-24           Oct-23           Oct-24           Oct-23           Jul-24           Nov-23           Oct-23           Jul-24           Nov-23           Jul-23           Jul-24  | Feb              | S       A       S       S       S       S       X       X       S   | S       S       A*         S       S       S       S       S         S       S       S       S       S       S         S       S       S       S       S       S       S         S       S       S       S       S       S       S       S         S       S       S       S       S       S       S       S       S       S         S | A*<br>S<br>3<br>4<br>7<br>7<br>7<br>7<br>7<br>7<br>7<br>7 | A*<br>A*  |

X = Primary Training

S = Secondary Training

A = Assumption Training

\* If Granted Organization Email Access

## **Chapter Appointed Officers**

| Unce Presidents for         Unce Presidents for           Module / Instruction         Last<br>Updated         Month to<br>Verw         Gr<br>up<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug<br>Bug  |              | Chapter                                     |        |         |            | •                     |                               |                |                  |                         |                           |                        |          | 1            |
|---|--------------|---|--------|---------|------------|-----------------------|-------------------------------|----------------|------------------|-------------------------|---------------------------|------------------------|----------|--------------|
| VP000000000000000000000000000000000000  |              |   |        |         |            |                       | Vio                           | ce P           | resic            | lents fo                | r                         |                        |          |              |
| Monomic Non-Degree Basics         Nov-22         X <th< td=""><td></td><td>Module / Instruction</td><td></td><td></td><td>Membership</td><td>Community<br/>Partners</td><td>Airmen and Family<br/>Programs</td><td>Communications</td><td>Veterans Affairs</td><td>Government<br/>Relations</td><td>Leadership<br/>Development</td><td>Aerospace<br/>Education</td><td>Advocacy</td><td>New Officers</td></th<>   |              | Module / Instruction                        |        |         | Membership | Community<br>Partners | Airmen and Family<br>Programs | Communications | Veterans Affairs | Government<br>Relations | Leadership<br>Development | Aerospace<br>Education | Advocacy | New Officers |
| Openation         Chapter Elected Officers         Nov-22         X   |              | AFA Organization - Introduction             | Oct-22 |         | Х          | Х                     | Х                             | Х              | Х                | Х                       | Х                         | Х                      | Х        | Х            |
| Openation         Chapter Elected Officers         Nov-22         X   |              | AFA Organization - Chapter Basics           | Nov-22 |         | Х          | Х                     | Х                             | Х              | Х                | Х                       | Х                         | Х                      | Х        | А            |
| Unter the state of th |              |   | Nov-22 |         |            |                       |                               | _              |                  |                         |                           |                        | _        | Α            |
| AFA Organization - Region         Oct-23         X <th< td=""><td>5</td><td>•</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>A</td></th<>   | 5            | •   |        |         |            |                       |                               |                |                  |                         |                           |                        |          | A            |
| AFA Organization - Region         Oct-23         X <th< td=""><td>atio</td><td>° 1 11</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></th<>  | atio         | ° 1 11                                      | -      |         |            |                       |                               |                |                  |                         |                           |                        |          | X            |
| AFA Organization - Region         Oct-23         X <th< td=""><td>niz</td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td><td></td><td>X</td></th<>   | niz          |   |        |         |            |                       |                               | _              |                  |                         |                           |                        |          | X            |
| AFA Organization - Region         Oct-23         X <th< td=""><td>Irga</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></th<>  | Irga         |   | -      |         |            |                       |                               |                |                  |                         |                           |                        |          | X            |
| AFA Organization - Beard of Directors         Oct-23         Image: State Amplified Plants Automatic Nov-23         Image: State Amplified Plants Automatic Nov-24         Image: State Amplified P   | 0            |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          | ^<br>X       |
| PAR Organization - President & National         Nov-23         Image: Solution of the Part of the                   |              |   |        |         | ~          | ~                     | ~                             | ~              | ~                | ~                       | ~                         | Χ.                     | ~        | ^            |
| AFA 101 for RPs and SPs         Jan-25         N  |              |   | -      |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Field Operations Guide (FOG) - Introduction         Jan-25         X <thx< td=""><td rowspan="2"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td></thx<>   |              |   |        |         |            |                       |                               |                |                  |                         |                           |                        | _        |              |
| Governance Manual (CM) - Introduction         Jan-25         Image: Solution of the second sec                   |              |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Field Leader Portal - Introduction         Dec-24         X   |              | Field Operations Guide (FOG) - Introduction | Jan-25 |         | Х          | Х                     | Х                             | Х              | Х                | Х                       | Х                         | Х                      | Х        | А            |
| Chapter Annual Activity Plan         Apr-24         Dec         S   |              |   | Jan-25 |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Opposite         Chapter Annual Financial Plan         Apr-24         Dec         S <td></td> <td></td> <td>Dec-24</td> <td></td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td></td> <td></td> <td>А</td>   |              |   | Dec-24 |         | Х          | Х                     | Х                             | Х              | Х                | Х                       | Х                         |                        |          | А            |
| State Annual Activity Plan         Apr-24         Dec         Image: State Annual Activity Report         Apr-24         Dec         Image: State Annual Activity Report         Jun-24         Dec/Jun         X         Image: State Annual Activity Report         Jun-24         Dec/Jun         X         Image: State State Annual Activity Report         Jun-24         Dec/Jun         X         Image: State St   |              | Chapter Annual Activity Plan                | Apr-24 | Dec     |            | S                     | S                             |                |                  | S                       |                           | Х                      | Х        |              |
| State Annual Financial Plan         Apr-24         Dec         Image: State Annual Activity Report         Jun-24         Dec/Jun         X   |              | Chapter Annual Financial Plan               | Apr-24 | Dec     | S          | S                     | S                             | S              | S                | S                       | S                         | Х                      |          |              |
| Chapter Semi-Annual Activity Report         Jun-24         Dec/Jun         X<   |              | State Annual Activity Plan                  | Apr-24 | Dec     |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Chapter Semi-Annual Activity Report         Jun-24         Dec/Jun         Image: Semi-Annual Financial Report         Jun-24         Dec/Jun         Image: Semi-Annual Activity Report         Jun-24         Dec/Jun         J   | Ę            | State Annual Financial Plan                 | Apr-24 | Dec     |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Date Setters         Field Leader         Oct-22         Oct         X <th< td=""><td>atio</td><td>Chapter Semi-Annual Activity Report</td><td></td><td>Dec/Jun</td><td></td><td></td><td>х</td><td></td><td></td><td></td><td></td><td>Х</td><td>х</td><td></td></th<>   | atio         | Chapter Semi-Annual Activity Report         |        | Dec/Jun |            |                       | х                             |                |                  |                         |                           | Х                      | х        |              |
| Order         Output Particular France         Output Particular France         Output Particular France         Output Particular France           Rosters - Membership         Oct 22         Oct X         X <td< td=""><td>stra</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>   | stra         |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Order         Output Particular France         Output Particular France         Output Particular France         Output Particular France           Rosters - Membership         Oct 22         Oct X         X <td< td=""><td>inic</td><td></td><td></td><td></td><td></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>~</td><td>~</td><td></td></td<>  | inic         |   |        |         |            |                       | ~                             |                |                  |                         |                           | ~                      | ~        |              |
| Order         Output Particular France         Output Particular France         Output Particular France         Output Particular France           Rosters - Membership         Oct 22         Oct X         X <td< td=""><td>νqu</td><td>, ,</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>   | νqu          | , ,   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Rosters - Membership         Oct-22         Oct         X<  | 4            | · · · · · · · · · · · · · · · · · · ·       |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Starting a New Chapter Checklist         Dec-22         Image: March and the starting an inactive Chapter (Video)         Oct-23         Image: March and the starting an inactive Chapter (Checklist)         Dec-22         Image: March and the starting an inactive Chapter (Checklist)         Dec-23         Image: March and the starting an inactive Chapter (Checklist)         Dec-23         Feb         A   |              |   |        |         | _          |                       |                               |                |                  |                         |                           |                        |          |              |
| Restarting an Inactive Chapter (Video)         Oct-23         Image: March and March                    |              |   | Oct-22 | Oct     | Х          | Х                     |                               | Х              |                  |                         | Х                         |                        |          |              |
| Restarting an lnactive Chapter (Checklist)         Dec-22         Image: Maintaining Tax-Exempt Status         Oct-23         Feb         A         <   |              |   | Dec-22 |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| S01(c)(3) Benefits         Oct-23         Feb         A <td></td> <td>Restarting an Inactive Chapter (Video)</td> <td>Oct-23</td> <td></td>   |              | Restarting an Inactive Chapter (Video)      | Oct-23 |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Maintaining Tax-Exempt Status         Oct-23         Feb         A  |              | Restarting an Inactive Chapter (Checklist)  | Dec-22 |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Effetive Newsletters         Apr-24         X <td></td> <td>501(c)(3) Benefits</td> <td>Oct-23</td> <td>Feb</td> <td>Α</td> <td>Α</td> <td></td> <td>А</td> <td></td> <td>Α</td> <td></td> <td>Α</td> <td>Α</td> <td></td>  |              | 501(c)(3) Benefits                          | Oct-23 | Feb     | Α          | Α                     |                               | А              |                  | Α                       |                           | Α                      | Α        |              |
| AFA in Action         Nov-25         S  |              | Maintaining Tax-Exempt Status               | Oct-23 | Feb     | Α          | Α                     |                               | А              |                  | Α                       |                           | Α                      | Α        |              |
| Email - Finding Your Account and Logging In         Dec-22         Image: Constraint of the second se                   |              | Effetive Newsletters                        | Apr-24 |         |            |                       |                               | Х              |                  |                         |                           |                        |          |              |
| Zoom - Hosting (Laptop & PC)         May-22         X   |              | AFA in Action                               | Nov-25 |         | S          | S                     | S                             | Х              | S                | S                       | S                         | S                      | S        |              |
| Zoom - Hosting (Laptop & PC)         May-22         X   | uo           | Email - Finding Your Account and Logging In | Dec-22 |         |            |                       |                               |                |                  |                         |                           |                        |          | A*           |
| Zoom - Hosting (Laptop & PC)         May-22         X   | cati         | Email - Create a Shortcut                   | Jan-23 |         |            |                       |                               |                |                  |                         |                           |                        |          | A*           |
| Zoom - Hosting (Laptop & PC)         May-22         X         Zoom - Particiapant (Laptop & PC)         Jun-22         X         X         X         X         X         X         X         X         X         Z         Z         Zoom - Particiapant (Laptop & PC)         Jun-22         X         X         Z         X         X         Z         Z         X         X         Z <t< td=""><td>ï</td><td>Facebook for Chapters</td><td>Apr-24</td><td></td><td></td><td></td><td></td><td>Х</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>  | ï            | Facebook for Chapters                       | Apr-24 |         |            |                       |                               | Х              |                  |                         |                           |                        |          |              |
| Zoom - Hosting (Laptop & PC)         May-22         X         Zoom - Particiapant (Laptop & PC)         Jun-22         X         X         X         X         X         X         X         X         X         Z         Z         Zoom - Particiapant (Laptop & PC)         Jun-22         X         X         Z         X         X         Z         Z         X         X         Z <t< td=""><td>Ē</td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>   | Ē            |   |        |         |            |                       |                               | _              |                  |                         |                           |                        |          |              |
| Zoom - Hosting (Laptop & PC)         May-22         X   | Lon U        | ~   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Zoom - Particiapant (Laptop & PC)         Jun-22         X         Z  | U            |   | May-22 |         |            |                       |                               | -              |                  |                         |                           |                        |          |              |
| Leadership Planning         Oct-23         Image: Constraint of the second secon                   |              |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Leadership Recruiting         Oct-23         I         I         I         X         I           Leadership Retention         Oct-23         I         I         X         I         X         I           Recruiting New Members, Part 1         Oct-22         A         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         S         A         S         S         Retaining Chapter Members, Part 4         Oct-22         A         A         S         S         S         A         S         S         A         S         S         A         S         S         A         S         S         A         S         S </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>~</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td>  |              |   |        |         |            |                       |                               | ~              |                  |                         | X                         |                        |          |              |
| Note         Description         Oct-23         A         A         S         S         S         A         S         S         S         A         S         S         S         A         S   | മ്           |   | -      | 1       |            |                       |                               |                |                  |                         |                           |                        |          |              |
| DegreeRecruiting New Members, Part 1Oct-22AASSSASSRecruiting New Members, Part 2Oct-22AASSSSASSRecruiting New Members, Part 3Oct-22AASSSSASSRecruiting New Members, Part 3Oct-22AASSSSASSRecruiting New Members, Part 4Oct-22AASSSSASSRetaining Chapter MembersAug-23XXIIXXIHow to Identify Newly Arrived or Departed MembersNov-23XXIIXXXAdvocacy IntroductionApr-23IIIXXXXXXAdvocacy for ChaptersAug-23IIIXXXXXAdvocacy for Federal LegislationOct-23IIXXXXXAdvocacy/Tax-Exempt EthicsJul-24IIXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXXCommunity Partner RecruitingJul-23XXIIIIICommunity Partner RetentionJul-23XXIIIIIIPart Advocacy/Tax-Exempt Ethics </td <td>litir</td> <td></td>  | litir        |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| How to Identify Newly Arrived or Departed MembersNov-23XXIXXIAdvocacy IntroductionApr-23IIIXXXXXAdvocacy for ChaptersAug-23IIIIXXXXXAdvocacy for Federal LegislationOct-23IIIXXXXXCongressional Contact DatabaseOct-23IIIXXXXAdvocacy/Tax-Exempt EthicsJul-24IIXXXXMilitary & Family ProgramsNov-23IXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXCommunity Partner ProgramJul-23XXIIIIICommunity Partner RecruitingJul-23XXIIIIIIVP for EducationNov-23IIXXIIIII   | n icr        |   |        |         | Δ          | Δ                     | 9                             | 9              | 9                | 2                       |                           | 9                      | 9        |              |
| How to Identify Newly Arrived or Departed MembersNov-23XXIXIXIAdvocacy IntroductionApr-23IIIXXXXXXAdvocacy for ChaptersAug-23IIIXXXXXXXAdvocacy for Federal LegislationOct-23IIIXXXXXCongressional Contact DatabaseOct-23IIXXXXXAdvocacy/Tax-Exempt EthicsJul-24IXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXCommunity Partner ProgramJul-23XXIIIICommunity Partner RecruitingJul-23XXIIIIIVP for EducationNov-23IXXIIIXX   | , Re<br>ntic | -   | 1      |         | _          |                       |                               |                |                  |                         |                           |                        |          |              |
| How to Identify Newly Arrived or Departed MembersNov-23XXIXXIAdvocacy IntroductionApr-23IIIXXXXXAdvocacy for ChaptersAug-23IIIIXXXXXAdvocacy for Federal LegislationOct-23IIIXXXXXCongressional Contact DatabaseOct-23IIIXXXXAdvocacy/Tax-Exempt EthicsJul-24IIXXXXMilitary & Family ProgramsNov-23IXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXCommunity Partner ProgramJul-23XXIIIIICommunity Partner RecruitingJul-23XXIIIIIIVP for EducationNov-23IIXXIIIII   | hip,<br>etei |   | 1      |         | _          |                       |                               |                |                  |                         |                           |                        |          |              |
| How to Identify Newly Arrived or Departed MembersNov-23XXIXXIAdvocacy IntroductionApr-23IIIXXXXXAdvocacy for ChaptersAug-23IIIIXXXXXAdvocacy for Federal LegislationOct-23IIIXXXXXCongressional Contact DatabaseOct-23IIIXXXXAdvocacy/Tax-Exempt EthicsJul-24IIXXXXMilitary & Family ProgramsNov-23IXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXCommunity Partner ProgramJul-23XXIIIIICommunity Partner RecruitingJul-23XXIIIIIIVP for EducationNov-23IIXXIIIII   | ers <br>R(   |   | 1      |         | _          |                       |                               |                |                  |                         |                           |                        | _        |              |
| How to Identify Newly Arrived or Departed MembersNov-23XXIXXIAdvocacy IntroductionApr-23IIIXXXXXAdvocacy for ChaptersAug-23IIIIXXXXXAdvocacy for Federal LegislationOct-23IIIXXXXXCongressional Contact DatabaseOct-23IIIXXXXAdvocacy/Tax-Exempt EthicsJul-24IIXXXXMilitary & Family ProgramsNov-23IXXXXXBuilding Base/Chapter RelationsOct-23IXXXXXCommunity Partner ProgramJul-23XXIIIIICommunity Partner RecruitingJul-23XXIIIIIIVP for EducationNov-23IIXXIIIII   | ad           | -   | 1      |         |            |                       | 5                             | 5              | 5                | 5                       |                           | 5                      | 5        |              |
| Advocacy IntroductionApr-23Image: Constraint of the second             | Le           |   |        |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Advocacty for ChaptersAug-23IIXXXXXAdvocacty for Federal LegislationOct-23IIXXXXCongressional Contact DatabaseOct-23IIXXXXAdvocacy/Tax-Exempt EthicsJul-24IXXXXMilitary & Family ProgramsNov-23XXXIXBuilding Base/Chapter RelationsOct-23XXXXXCommunity Partner ProgramJul-23XXIIICommunity Partner RecruitingJul-23XXIIIVP for EducationNov-23IIIXX  |              |   |        |         | Х          | Х                     |                               |                |                  |                         |                           |                        |          |              |
| Advocacy/Tax-Exempt EthicsJul-24IIXXXMilitary & Family ProgramsNov-23IXXXIIXBuilding Base/Chapter RelationsOct-23IXXXXXXXCommunity Partner ProgramJul-23XXIIIIIICommunity Partner RecruitingJul-23XXIIIIIICommunity Partner RetentionJul-23XXIIIIIIVP for EducationNov-23IIIIXXIIII   | >            |   | · ·    |         |            |                       |                               |                |                  |                         |                           |                        |          |              |
| Advocacy/Tax-Exempt EthicsJul-24IIXXXMilitary & Family ProgramsNov-23IXXXIIXBuilding Base/Chapter RelationsOct-23IXXXXXXXCommunity Partner ProgramJul-23XXIIIIIICommunity Partner RecruitingJul-23XXIIIIIICommunity Partner RetentionJul-23XXIIIIIIVP for EducationNov-23IIIIXXIIII   | cac.         |   | -      |         |            |                       |                               |                |                  |                         | Х                         | Х                      |          |              |
| Advocacy/Tax-Exempt EthicsJul-24IIXXXMilitary & Family ProgramsNov-23IXXXIIXBuilding Base/Chapter RelationsOct-23IXXXXXXXCommunity Partner ProgramJul-23XXIIIIIICommunity Partner RecruitingJul-23XXIIIIIICommunity Partner RetentionJul-23XXIIIIIIVP for EducationNov-23IIIIXXIIII   | VOC          |   | 1      |         |            |                       |                               |                |                  |                         |                           |                        | _        |              |
| Military & Family ProgramsNov-23XXXXBuilding Base/Chapter RelationsOct-23XXXXCommunity Partner ProgramJul-23XXXXCommunity Partner RecruitingJul-23XXXXCommunity Partner RetentionJul-23XXXXVP for EducationNov-23XXXX   | Ad           |   | 1      |         |            |                       |                               |                |                  |                         |                           |                        | _        |              |
| Building Base/Chapter RelationsOct-23XXXXCommunity Partner ProgramJul-23XXIICommunity Partner RecruitingJul-23XXIICommunity Partner RetentionJul-23XXIIVP for EducationNov-23IIXX   |              |   |        |         |            |                       |                               |                |                  | Х                       |                           |                        | Х        |              |
|   |              | , , , ,                                     | Nov-23 |         |            |                       | Х                             |                | Х                |                         |                           |                        |          |              |
|   | smi          | Building Base/Chapter Relations             | Oct-23 |         |            |                       | Х                             |                | Х                | Х                       |                           |                        | Х        |              |
|   | gra          | Community Partner Program                   | Jul-23 |         | Х          | Х                     |                               |                |                  |                         |                           |                        |          |              |
|   | Pro          | Community Partner Recruiting                | Jul-23 |         | Х          | Х                     |                               |                |                  |                         |                           |                        |          |              |
|   | er           |   |        |         | Х          | Х                     |                               |                |                  |                         |                           |                        |          |              |
|   | Othe         |   |        |         |            |                       |                               |                |                  |                         |                           | Х                      |          |              |
| Engaging ROTC, JROTC, AAS, SW, & CAP Oct-23 X   |              |   | Oct-23 |         |            |                       |                               |                |                  |                         |                           | Х                      |          |              |

X = Primary Training

S = Secondary Training

A = Assumption Training \* If Granted Organization Email Access

## State Officers

|                                 |  |                  |                  | E         | Elected       | Officers  | 5         | Vice-Presidents f |                         |                           |                        |          |               |        |              |
|---------------------------------|--|------------------|------------------|-----------|---------------|-----------|-----------|-------------------|-------------------------|---------------------------|------------------------|----------|---------------|--------|--------------|
|                                 |  |                  |                  |           |               |           |           | rs                |                         |                           |                        |          | Ľ             |        |              |
|                                 | Module / Instruction   | Last<br>Updated  | Month to<br>View | President | Vce-President | Secretary | Treasurer | Veterans Affairs  | Government<br>Relations | Leadership<br>Development | Aerospace<br>Education | Advocacy | Communication | Awards | New Officers |
|                                 | AFA Organization - Introduction                                    | Oct-22           |                  | А         | Α             |           |           |                   |                         |                           |                        |          |               |        |              |
|                                 | AFA Organization - Chapter Basics                                  | Nov-22           |                  | А         | Α             | Α         | Α         |                   |                         |                           |                        |          |               |        |              |
|                                 | AFA Organization - Chapter Elected Officers                        | Nov-22           |                  | А         | Α             | Α         | Α         |                   |                         |                           |                        |          |               |        |              |
| ion                             | AFA Organization - Chapter Appointed Officers                      | Feb-23           |                  | А         | Α             | Α         | Α         |                   |                         |                           |                        |          |               |        |              |
| izat                            | AFA Organization - State (Part 1) - Introduction                   | Mar-23           |                  | Х         | Х             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | Α            |
| Organization                    | AFA Organization - State (Part 2) - Elected Officers               | Aug-23           |                  | Х         | Х             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | Α            |
| Org                             | AFA Organization - State (Part 3) - Appointed Officers             | Apr-23           |                  | Х         | Х             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | Α            |
|                                 | AFA Organization - Region  | Oct-23           |                  | Х         | Х             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | А            |
|                                 | AFA Organization - Board of Directors                              | Oct-23           |                  | А         | A             |           |           |                   |                         |                           |                        |          |               |        |              |
|                                 | AFA Organization - President & National                            | Nov-23           |                  | А         | A             |           |           |                   |                         |                           |                        |          |               |        |              |
|                                 | AFA 101 for RPs and SPs  | Jan-25           |                  | Α         | A             |           |           |                   |                         |                           |                        |          |               |        | $\vdash$     |
|                                 | Field Operations Guide (FOG) - Introduction                        | Jan-25           |                  | X         | X             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | А            |
|                                 | Governance Manual (GM) - Introdution                               | Jan-25           |                  | X         | X             | X         | V         | V                 | V                       | X                         | V                      | X        | X             | X      |              |
|                                 | Field Leader Portal - Introduction<br>Chapter Annual Activity Plan | Dec-24<br>Apr-24 | Dec              | Х         | Х             | Х         | Х         | Х                 | Х                       | Х                         | Х                      | Х        | Х             | Х      | А            |
|                                 | Chapter Annual Financial Plan                                      | Apr-24<br>Apr-24 | Dec              |           |               |           |           |                   |                         |                           |                        |          |               | _      | $\vdash$     |
|                                 | State Annual Activity Plan   | Apr-24<br>Apr-24 | Dec              | х         | Х             | Х         | Х         | -                 |                         |                           | х                      |          |               | х      | ┢──┤         |
| _                               | State Annual Financial Plan  | Apr-24           | Dec              | X         | X             | X         | X         |                   |                         |                           | X                      |          |               | X      | $\vdash$     |
| Administration                  | Chapter Semi-Annual Activity Report                                | Jun-25           | Dec/Jun          | ×         | X             | ~         | ~         | -                 |                         |                           | ~                      |          |               | ^      | ┢──┤         |
| stra                            | Chapter Semi-Annual Financial Report                               | Jun-25           | Dec/Jun          | X         | X             |           |           |                   |                         |                           |                        |          |               |        | $\vdash$     |
| inic                            | State Semi-Annual Activity Report                                  | Jun-25           | Dec/Jun          | ^<br>X    | X             | х         |           |                   |                         |                           | х                      | Х        |               | Х      | $\vdash$     |
| Adn                             |  | Jun-25           | Dec/Jun          | ×         | X             | ^         | Х         |                   |                         |                           | X                      | ×        |               | ×      | $\vdash$     |
|                                 | State Semi-Annual Financial Report<br>Rosters - Field Leader       | Oct-22           | Oct              | Â         | A             | A         | ^<br>A    | -                 |                         | A                         | ^                      | ^        |               | Â      | <u> </u>     |
|                                 | Rosters - Membership   | Oct-22<br>Oct-22 | Oct              | A         | A             | A         | A         |                   |                         | A                         |                        |          |               | A      | $\vdash$     |
|                                 | Starting a New Chapter Checklist                                   | Dec-22           | UCI              | S         | S             | A         | S         |                   |                         | S                         |                        |          |               | A      | $\vdash$     |
|                                 | Restarting an Inactive Chapter (Video)                             | Oct-22           |                  | X         | X             |           | X         |                   |                         | X                         |                        |          |               |        |              |
|                                 | Restarting an Inactive Chapter (Checklist)                         | Dec-22           |                  | X         | X             |           | X         |                   |                         | X                         |                        |          |               |        |              |
|                                 | 501(c)(3) Benefits   | Feb-25           | Feb              | А         | Α             | Α         | Α         | А                 | Α                       |                           | Α                      | А        |               | А      |              |
|                                 | Maintaining Tax-Exempt Status                                      | Oct-23           | Feb              | Α         | Α             | Α         | Α         | А                 | Α                       |                           | Α                      | Α        |               | А      |              |
|                                 | Effetive Newsletters   | Apr-24           |                  | S         | S             |           |           |                   |                         |                           |                        |          | Х             |        |              |
|                                 | AFA in Action  | Nov-24           |                  | S         | S             |           |           | S                 | S                       | S                         | S                      | S        | Х             | S      |              |
| ion                             | Email - Finding Your Account and Logging In                        | Dec-22           |                  |           |               |           |           |                   |                         |                           |                        |          | Х             |        | Α*           |
| Communication                   | Email - Create a Shortcut  | Jan-23           |                  |           |               |           |           |                   |                         |                           |                        |          | Х             |        | Α*           |
| unu                             | Facebook for Chapters  | Apr-24           |                  |           |               |           |           |                   |                         |                           |                        |          | Х             |        |              |
| um                              | How to Use Mail Merge  | Apr-22           |                  |           | _             | S         |           |                   |                         |                           |                        |          | S             |        | ⊢            |
| č                               | Teams Meetings - Participant                                       | Jun-22           |                  | S         | S             |           |           | _                 |                         |                           |                        |          | X             |        | ┢━━┥         |
|                                 | Zoom - Hosting (Laptop & PC)                                       | May-22           |                  | S<br>S    | S<br>S        |           |           |                   |                         |                           |                        |          | X<br>X        |        | ⊢            |
|                                 | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning           | Jun-22<br>Oct-23 |                  | A         | A             |           |           |                   |                         | A                         |                        |          | X             | _      |              |
| യ്                              | Leadership Recruiting  | Oct-23           |                  | A         | A             |           |           |                   |                         | A                         |                        |          |               |        |              |
| uiting,                         | Leadership Retention   | Oct-23           |                  | A         | A             |           |           |                   |                         | A                         |                        |          |               |        |              |
| ecru                            | Recruiting New Members, Part 1                                     | Oct-22           |                  | A         | A             | S         | S         | S                 | S                       | A                         | S                      | S        | S             | S      |              |
| Leadership, Recrui<br>Retention | Recruiting New Members, Part 2                                     | Oct-22           |                  | A         | A             | S         | S         | S                 | S                       | A                         | S                      | S        | S             | S      |              |
| shi<br>Rete                     | Recruiting New Members, Part 3                                     | Oct-22           |                  | A         | A             | S         | S         | S                 | S                       | A                         | S                      | S        | S             | S      |              |
| der                             | Recruiting New Members, Part 4                                     | Oct-22           |                  | А         | Α             | S         | S         | S                 | S                       | Α                         | S                      | S        | S             | S      |              |
| Lea                             | Retaining Chapter Members  | Aug-23           |                  | S         | S             |           |           |                   |                         | Х                         |                        |          |               |        |              |
|                                 | How to Identify Newly Arrived or Departed Members                  | Nov-23           |                  | S         | S             |           |           |                   |                         | Х                         |                        |          |               |        |              |
| ~                               | Advocacy Introduction  | Apr-23           |                  | S         | S             |           |           | Х                 | Х                       | Х                         | Х                      | Х        | Х             |        |              |
| Advocacy                        | Advocacty for Chapters   | Aug-23           |                  | S         | S             |           |           | Х                 | Х                       | Х                         | Х                      | Х        |               |        | Щ            |
| lvoc                            | Advocacy for Federal Legislation                                   | Oct-23           |                  | S         | S             |           |           |                   | X                       |                           |                        | Х        |               |        | Ц            |
| Ac                              | Congressional Contact Database                                     | Oct-23           |                  | S         | S             |           |           |                   | X                       |                           |                        | X        |               |        | Р            |
|                                 | Advocacy/Tax-Exempt Ethics   | Jul-24           |                  | S         | S             |           |           | V                 | Х                       |                           |                        | Х        |               |        |              |
| S                               | Military & Family Programs   | Nov-23<br>Oct-23 |                  | S<br>S    | S<br>S        |           |           | X<br>X            | х                       |                           |                        |          |               |        |              |
| ram                             | Building Base/Chapter Relations<br>Community Partner Program       | Jul-23           |                  | s<br>S    | S             |           |           | ^                 | ~                       | Х                         |                        |          |               |        |              |
| rog                             | Community Partner Recruiting                                       | Jul-23<br>Jul-23 |                  | s<br>S    | S             |           |           |                   |                         | X                         |                        |          |               |        |              |
| er P                            | Community Partner Retention  | Jul-23           |                  | S         | S             |           |           |                   |                         | X                         |                        |          |               |        |              |
| Other Programs                  | VP for Education   | Nov-23           |                  | S         | S             |           |           |                   |                         |                           | х                      |          |               |        |              |
| J                               | Engaging ROTC, JROTC, AAS, SW, & CAP                               | Oct-23           |                  | S         | S             |           |           |                   |                         |                           | Х                      |          |               |        |              |
|                                 |  |                  |                  |           |               |           |           |                   |                         |                           |                        |          |               |        | _            |

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| _  | Region Office  | rs   |                  |   |  |                            |   |              |
|--|--|--|------------------|---|--|----------------------------|---|--------------|
|  | Module / Instruction   | Last<br>Updated  | Month to<br>View | President   | Leadership<br>Development  | Aerospace<br>Education     | Advocacy                                  | New Officers |
|  | AFA Organization - Introduction  | Oct-22   |                  | S   | S  | S                          | S   |              |
| -  | AFA Organization - Chapter Basics  | Nov-22   |                  | S   | S  | S                          | S   |              |
|  | • •  |  |                  |   | S  | S                          | S   |              |
|  | AFA Organization - Chapter Elected Officers  | Nov-22   |                  | S   |  |                            |   |              |
| itio   | AFA Organization - Chapter Appointed Officers  | Feb-23   |                  | S   | S  | S                          | S   |              |
| iza  | AFA Organization - State (Part 1) - Introduction   | Mar-23   |                  | Х   | Х  | Х                          | Х   | Α            |
| 0.0  | AFA Organization - State (Part 2) - Elected Officers   | Aug-23   |                  | Х   | Х  | Х                          | Х   | А            |
| ō  | AFA Organization - State (Part 3) - Appointed Officers   | Apr-23   |                  | Х   | Х  | Х                          | Х   | А            |
|  | AFA Organization - Region  | Oct-23   |                  | Х   | Х  | Х                          | Х   | А            |
|  | AFA Organization - Board of Directors  | Oct-23   |                  | Х   | Х  | Х                          | Х   | Α            |
|  | AFA Organization - President & National  | Nov-23   |                  | Х   | Х  | Х                          | Х   | А            |
|  | AFA 101 for RPs and SPs  | Jan-25   |                  | А   | Α  |                            |   |              |
|  | Field Operations Guide (FOG) - Introduction  | Jan-25   |                  | Х   | Х  | Х                          | Х   | А            |
| -  | Governance Manual (GM) - Introduction  | Jan-25   |                  | Х   | Х  | Х                          | Х   | А            |
| -  | Field Leader Portal - Introduction   | Dec-24   |                  | A   | A  | S                          | S   |              |
| -  | Chapter Annual Activity Plan   | Apr-24   | Dec              | Х   | X  | -                          |   | _            |
|  | Chapter Annual Financial Plan  | Apr-24   | Dec              | X   | ~  | Х                          |   |              |
|  | State Annual Activity Plan   |  |                  | ×   |  | ^                          |   |              |
| -  | ,  | Apr-24   | Dec              |   |  |                            |   |              |
| ion  | State Annual Financial Plan  | Apr-24   | Dec              | Х   |  |                            |   |              |
| Administration   | Chapter Semi-Annual Activity Report  | Jun-25   | Dec/Jun          | Х   |  |                            |   |              |
| nist   | Chapter Semi-Annual Financial Report   | Jun-25   | Dec/Jun          | Х   |  |                            |   |              |
| ці.  | State Semi-Annual Activity Report  | Jun-25   | Dec/Jun          | Х   |  |                            |   |              |
| Ad   | State Semi-Annual Financial Report   | Jun-25   | Dec/Jun          | Х   |  |                            |   |              |
| -  | Rosters - Field Leader   | Oct-22   | Oct              | Х   | Х  |                            |   | х            |
| -  | Rosters - Membership   | Oct-22   | Oct              | Х   | X  |                            |   | Х            |
| -  | Starting a New Chapter Checklist   | Dec-22   | 001              | S   | ~  |                            |   | ^            |
| -  |  | Oct-22   |                  | X   |  |                            |   |              |
| -  | Restarting an Inactive Chapter (Video)   | Dec-22   |                  | ×   |  |                            |   |              |
|  | Restarting an Inactive Chapter (Checklist)   |  | E-h              |   |  | •                          | •   |              |
|  | 501(c)(3) Benefits   | Feb-25   | Feb              | A   |  | A                          | A   |              |
|  | Maintaining Tax-Exempt Status  | Oct-23   | Feb              | A   |  | A                          | A   |              |
| -  | Effetive Newsletters   | Apr-24   |                  | S   |  |                            |   |              |
|  | AFA in Action  | Nov-24   |                  | S   | S  | S                          | S   |              |
| tio  | Email - Finding Your Account and Logging In  | Dec-22   |                  |   |  |                            |   | A*           |
| ica  | Email - Create a Shortcut  | Jan-23   |                  |   |  |                            |   | A*           |
| un L   | Facebook for Chapters  | Apr-24   |                  | S   |  |                            |   |              |
| Communication  | How to Use Mail Merge  | Apr-22   |                  |   |  |                            |   |              |
| S  | Teams Meetings - Participant   | Jun-22   |                  | А   |  |                            |   |              |
|  |  |  |                  |   |  |                            |   |              |
|  | Zoom - Hosting (Laptop & PC)   | May-22   |                  | А   |  |                            |   |              |
|  | Zoom - Hosting (Laptop & PC)<br>Zoom - Particiapant (Laptop & PC)  | May-22<br>Jun-22   |                  | A<br>A  |  |                            |   |              |
|  |  |  |                  |   | X  | X                          | X   |              |
|  | Zoom - Particiapant (Laptop & PC)  | Jun-22   |                  | A<br>X<br>X   | Х  | X<br>X                     | XXX                                       |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning   | Jun-22<br>Oct-23   |                  | A<br>X  |  |                            |   |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting  | Jun-22<br>Oct-23<br>Oct-23   |                  | A<br>X<br>X   | Х  |                            |   |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-23   |                  | A<br>X<br>X<br>X  | X<br>X   | Х                          | Х   |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22   |                  | A<br>X<br>X<br>A<br>A   | X<br>X<br>S<br>S   | X<br>S<br>S                | X<br>S<br>S                               |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22   |                  | A<br>X<br>X<br>A<br>A<br>A  | X<br>X<br>S<br>S   | X<br>S<br>S<br>S           | X<br>S<br>S<br>S                          |              |
| iting,   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>A  | X<br>X<br>S<br>S<br>S  | X<br>S<br>S                | X<br>S<br>S                               |              |
| Leadership, Recruiting,<br>Retention                         | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>S  | X<br>S<br>S<br>S<br>S<br>X   | X<br>S<br>S<br>S           | X<br>S<br>S<br>S                          |              |
| Leadership, Recruiting,<br>Retention                         | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23   |                  | A X X A A A S S   | X<br>S<br>S<br>S<br>X<br>X   | X<br>S<br>S<br>S<br>S      | X<br>S<br>S<br>S<br>S                     |              |
| Leadership, Recruiting,<br>Retention                         | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>S<br>S<br>S<br>X   | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | ×<br>s<br>s<br>s<br>s<br>x                |              |
| Leadership, Recruiting,<br>Retention                         | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>A<br>S<br>S<br>S<br>X<br>X                               | X<br>S<br>S<br>S<br>X<br>X   | X<br>S<br>S<br>S<br>S      | x<br>s<br>s<br>s<br>s<br>x<br>x           |              |
| Leadership, Recruiting,<br>Retention                         | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacy for Federal Legislation   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>A<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | x<br>s<br>s<br>s<br>s<br>s<br>x<br>x<br>x |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23   |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>A<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X           | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Advocacy Leadership, Recruiting,<br>Retention                | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics   | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Oct-23<br>Jul-24                     |                  | A<br>X<br>X<br>A<br>A<br>A<br>A<br>A<br>A<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | x<br>s<br>s<br>s<br>s<br>s<br>x<br>x<br>x |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacty for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs  | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23                     |                  | A X X A A A A S S X X X X S   | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations                                | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23<br>Oct-23           |                  | A X X A A A A S S X X X X S S   | X<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X                          | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Program    | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23<br>Oct-23<br>Jul-24           |                  | A X X A A A A S S X X X X S S S   | X<br>S<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X                | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacty for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations                                | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23<br>Oct-23           |                  | A X X A A A S S X X X X S S S S S   | X<br>S<br>S<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Advocacy Leadership, Recruiting, Retention                   | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Program    | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Aug-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23<br>Oct-23<br>Jul-24           |                  | A X X A A A A S S X X X X S S S   | X<br>S<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X                | X<br>S<br>S<br>S<br>S<br>X | x   |              |
| Other Programs Advocacy Leadership, Recruiting,<br>Retention | Zoom - Particiapant (Laptop & PC)<br>Leadership Planning<br>Leadership Recruiting<br>Leadership Retention<br>Recruiting New Members, Part 1<br>Recruiting New Members, Part 2<br>Recruiting New Members, Part 3<br>Recruiting New Members, Part 4<br>Retaining Chapter Members<br>How to Identify Newly Arrived or Departed Members<br>Advocacy Introduction<br>Advocacy for Chapters<br>Advocacy for Federal Legislation<br>Congressional Contact Database<br>Advocacy/Tax-Exempt Ethics<br>Military & Family Programs<br>Building Base/Chapter Relations<br>Community Partner Recruiting | Jun-22<br>Oct-23<br>Oct-23<br>Oct-22<br>Oct-22<br>Oct-22<br>Oct-22<br>Aug-23<br>Nov-23<br>Apr-23<br>Apr-23<br>Oct-23<br>Oct-23<br>Jul-24<br>Nov-23<br>Oct-23<br>Jul-23<br>Jul-23 |                  | A X X A A A S S X X X X S S S S S   | X<br>S<br>S<br>S<br>S<br>S<br>S<br>X<br>X<br>X<br>X<br>X<br>X<br>X | X<br>S<br>S<br>S<br>S<br>X | x   |              |

#### **Region Officers**

X = Primary Training

S = Secondary Training A = Assumption Training

\* If Granted Organization Email Access