

## AFA Chapter Annual Activity Plan (AAP)



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

- 1) Before you even find and open a current Chapter AAP document, you should look to pull in some information.
  - a) Do you have a copy of last year's or a previous year's plan? If not, you can access last year's from your Field Leader's Portal, or have the good folks at AFA Field Services ([field@afa.org](mailto:field@afa.org)) dig one up for you.
  - b) Bring your Executive Council together to discuss and develop a plan of events for the coming year.

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

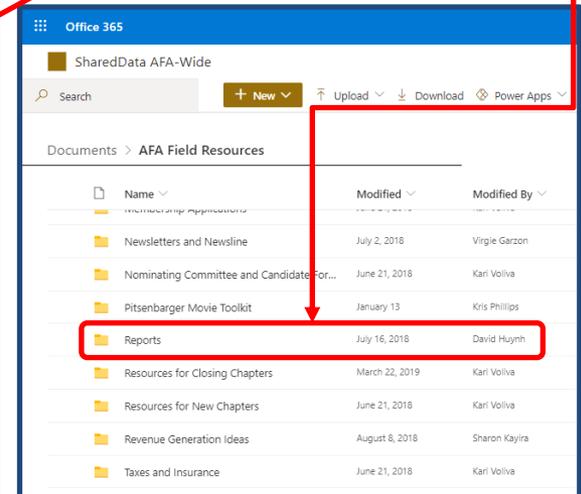
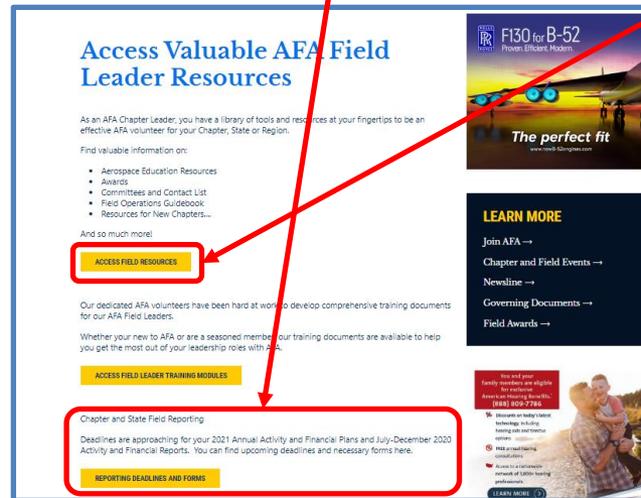
- c) The plans (and reports) are organized along four overarching mission areas: Education, Advocate, Support, and Communication. Here is a brief summary of the types of activities that are envisioned in the four areas (Note: these are illustrative and not limiting):
  - i) *Education:* This is envisioned to be more about the education of our youth; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP), AFJROTC, AFROTC units (to include Arnold Air Society and Silver Wings).
  - ii) *Advocate:* The first thing that comes to mind is associated with working with your legislators. This is important but the "advocate" mission is also much more. It includes state and local leaders and even the community at large. Our goal is to promote a community understanding of, and support for, a strong air, space and cyber defense. Conducting forums and presentations help in promoting that understanding.
  - iii) *Support:* Our Airmen & Space Professionals (current and former Active, Guard, Reserve, and AF/SF Civilians) and their families are making (or have made) sacrifices. We owe it to them to provide what support we can. Recognition and award programs, Wounded Airman, and family support are examples of activities that could be captured in this area.
  - iv) *Communication:* We must communicate with our members to inform them of chapter activities, to invite or encourage them to participate, and pass on other important AFA information. Newsletters, social media, and social events are activities that fit in this area. In addition, we must continue to reach out to new/prospective and current members.

2) With an idea of what you would like to accomplish over the next year, you are now ready to find your copy of the Chapter 2021 Annual Activity Plan form. If your Region or State President hasn't sent it directly to you yet, click this [LINK](#), and follow the directions. If the link isn't working, here are three ways to get to the AAP form manually:

a) On your Field Leader's Portal you can dig into the Reports Folder hotlinked here.

b) Towards the bottom of the Resources for Chapter Field Leaders Page (best bet)

c) Or, in the Reports Folder via the Field Resources hotlink.



d) What ever way you download the document, use the "Save" or "Save As" function to put the document where you want it and give it a **specifically formatted file name.**

e) National AFA would like all Chapter AAP documents to have the following file name format:

f) 2-Letter State & Chapter # <period> YYYY <period> & 3-letter plan name: **ME444.2021.AAP**

- 3) This year the Chapter AAP comes in **three different formats** for your convenience.
- a) **Microsoft Word**: Probably the best bet for folks who are comfortable with the format, like lengthy descriptions, and plan to print up copies from time to time.
  - b) **PDF (scrolling text)**: Easy to fill in. Easy to read. If you enter more information than will fit in the visible spaces of the “Details” and “Comments” you can use the box’s scroll bar to read it, but any text that is not visible will not appear when the document is printed (on paper, or electronically). Best for chapters who have either gone paperless, or can keep their details and comments within the confines of the space provided.
  - c) **PDF (shrinking text)**: Easy to fill in. If you need more space than allowed by the “Details” and Comments” boxes, the font will automatically shrink to fit the space, so that all the information will display when printed. There is a minimum print size, and if you reach it, the form will not let you add any more information in that box. Perfect for folks who print up copies from time to time, but need just a bit more space than provided for details and comments.
- 4) Now you are ready to complete the Activity Plan.
- a) The first step is to fill in your chapter number and name, along with your state and region...there should be plenty of room to spell it out.

	<b>AFA Chapter 2021 Activity Plan</b> <input type="text" value="444, Limestone"/>
<b>Activity Report Period: 1 January 2021 – 31 December 2021</b>	
<b>State:</b> <input type="text" value="Maine"/>	<b>Region:</b> <input type="text" value="Northeast"/>

b) **Education** – Under this section there are four areas.

- i) AE1 – General Aerospace Education (AE) or STEM Programs, **other than CyberPatriot, StellarXplorers, or Teacher of the Year**. Enter the number of activities in each of the areas and then provide a basic description for each activity planned in the remarks section.
- ii) AE2 – National Youth Cyber Education Program (CyberPatriot and related programs)
- iii) AE3 – StellarXplorers
- iv) AE4 - Teacher of the Year

**Note:**

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

**Note:**

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

A "0" in the "# of Events" space, and a "None." in the "Remarks" will let those reading know that you didn't unintentionally skip a space.

**EDUCATION:**

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

**Planned (# of Activities/Events):** 4

**Remarks for AE or STEM:**

Feb: Chapter sponsors and supports the JROTC Military Ball at local high school

May: Chapter offers 2 JROTC scholarships to graduating high-school students.

May: Chapter President attends and participates in the local JROTC awards ceremony.

Oct: Chapter sponsors and supports local JROTC unit participation in the annual Stem Symposium.

**AE2: National Youth Cyber Education Program (NYCEP)**

**Planned (# of Activities/Events):** 0

**Remarks for NYCEP:**

None.

- c) **Advocacy** – Similarly complete the sections under the Advocate area.
  - i) AD1 – Working with National, State, and Local Leadership and Staff
  - ii) AD2 – Efforts with Community Partners
  - iii) AD3 – Outreach to non-AFA audiences
  - iv) AD4 – Activities to advocate and educate AFA audiences

**ADVOCACY:**

**AD1: Working with National, State, and Local Leadership and Staff**

Planned (# of Activities/Events):

Remarks for Working with National, State, and Local Leadership:

**AD2: Plan and Recruit Local Businesses**

Planned (# of Activities/Events):

Remarks for Plan and Recruit Local Businesses:

- d) **Support** – Similarly complete the sections under the Support area.
- i) S1 – Support for Airmen (Active, Guard, and Reserve; includes Space Professionals)
  - ii) S2 – Support for families of deployed Airmen and Space Professionals
  - iii) S3 – Wounded Airman Program
  - iv) S4 – Scholarships and Grants for Airmen, Space Professionals and Families
  - v) S5 – Programs for Vets/Retirees
  - vi) S6 – Programs for Cadets (JROTC, CAP, ROTC)

**SUPPORT:**

**S1: Support for Airmen (Active, Guard, and Reserve)**

Planned (# of Activities/Events):

Remarks for Support for Airmen:

[Redacted area for S1 remarks]

**S2: Support for the families of Deployed Airmen**

Planned (# of Activities/Events):

Remarks for Deployed Airmen:

[Redacted area for S2 remarks]

e) **Communication**

- i) C1 – activities to facilitate communication with members and prospective members
- ii) C2 – membership activities
- iii) C3 – Completion of the IRS Form 990

**COMMUNICATION:**

**C1: Actively and routinely communicate with members and prospects.**

Planned (# of Activities/Events):

Remarks for Communicate and/or support chapter members:

[Redacted area for C1 remarks]

**C2: Conducts activity to support membership activities**

Planned (# of Activities/Events):

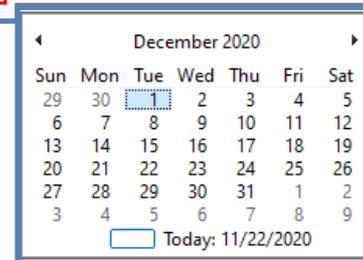
Remarks for activity to support chapter members:

[Redacted area for C2 remarks]

- f) **Chapter Additional Comments** – There are times when you may want to add additional information or clarification. This section is where that can be accomplished. Once the plan is complete, this is also where the Chapter President Signs (types in his or her name) and dates the form. You'll find the date block contains a handy pull-down calendar to assist.

**CHAPTER ADDITIONAL COMMENTS:**

Form Completed By:  Date:



- g) **The Approval Section** at the end of the form is reserved for the State, and Region President signatures and approval dates.

**APPROVAL SECTION**

**STATE ADDITIONAL COMMENTS:**

State President Signature:  Date:

**REGION ADDITIONAL COMMENTS:**

Region President Signature:  Date:

- 5) Once you have your AAP completed, signed, and dated by the Chapter President, email it to your State President (Region President if you are the only chapter in your state).
- 6) The State / Region Presidents will review the AAP, in turn, and either approve it (with their signatures and date on the form), or send it back down for corrections or clarifications as required. (The request for clarifications or corrections should be clearly stated in the appropriate Comments block.)
- 7) Once approved, the Region President will email the Chapter Annual Plan to [field@afa.org](mailto:field@afa.org).

**Note:**

If at any time you have an issue obtaining a Chapter AAP MSWord or PDF form, or have any questions regarding these instructions, contact AFA Field Services at [field@afa.org](mailto:field@afa.org).



## Survey

How was your experience?  
Can we make it better?

[Please tap or click here  
to take the post-instruction survey](#)