AFA Chapter Annual Activity Plan (AAP)

The Annual Activity Plan is a way for you project and prepare for the activities that you wish to accomplish over the coming calendar year. Chapters are required to complete an Activity Plan to be eligible for support funding. (Note: This is not the only requirement...you must keep your Officer Roster updated, complete your Annual Financial Plan and submit your Semi-Annual Activity, and Financial Reports). So with that established, let the fun begin.

1) Before you even open up the Activity Plan, you should look to pull in some information.

   a) Do you have a copy of last year’s or a previous year’s plan?

   b) Consider coordinating (either through a meeting or via email) with members of your Executive Council to discuss what you would like to do over the course of the next year. The plans (and reports) are organized along four overarching mission areas: Education, Advocate, Support, and Communication. We recognize that sometimes events will fit across multiple areas. There is nothing that says you can’t list an activity in one or more 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 the three main mission areas. Here is a brief summary of the types of activities that are envisioned in the four areas (Note – these are illustrative and not limited):

   i) **Education.** This is envision to be more about the education of our youth; encouraging them to pursue “science, technology, engineering, and math” (STEM) studies; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP) and AFJROTC and AFROTC units (to include Arnold Air Society and Silver Wings).

   ii) **Advocate.** Obviously the first thing that comes to mind is associated with working with your legislators. This is important but the “advocate” mission is much more than just with our legislators. It includes state and local leaders and even the community at large. Our goal is to promotes 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 (Active, Guard, Reserve, and AF Civilians (current and former) and their families are (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 just some examples of the types of activities that could be captured in this area.

   iv) **Communication.** Although not an AFA Mission Area, we must communicate with our members to ensure that we are meeting their needs. Newsletters, social media, and social events are ways to meet 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 log on and begin the work of inputting your plan into the system. You must have access to the AFA Field Portal. You will need the chapter’s User ID and Password...here we go!

a) Go to www.AFA.Org on the web.
   i. Find the solid blue banner along the top of the page, and select the “MEMBERSHIP & CHAPTERS” pull-down menu, then “AFA CHAPTERS”.

ii. Along the right side of the page you will see four blue boxes. Click on the one titled “ACCESS FIELD LEADER PORTAL”.

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ACCESS FIELD LEADERS TRAINING
ACCESS FIELD LEADERS RESOURCES
ACCESS FIELD LEADERS PORTAL
ACCESS YOUR AFA LEADER EMAIL
iii. This opens the page to log on. Here you will need to insert the Chapter's **User Name** and **Password**. Note that the password is case sensitive.

iv. This opens the Field Leaders Portal Home Page. Along the right side of the page, under the blue box labeled "**Resources & Links**" is a link labeled: "**Activity Plan**". Click on that link.
Now you are ready to complete the Activity Plan. First step is to click on the drop-down menu under the “Activity Plan Period” and select “Jan 2020 – Dec 2020”

a) **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**. Select the number of activities in each of the areas using drop down menu 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
b) **Advocate** – 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
c) **Support** – Similarly complete the sections under the Support area
   
i) S1 – Support for Airmen (Active, Guard, and Reserve)
   
   ii) S2 – Support for families of deployed Airmen
   
   iii) S3 – Wounded Airman Program
   
   iv) S4 – Scholarships and Grants for Airmen and Families
   
   v) S5 – Programs for Vets/Retirees
   
   vi) S6 – Programs for Cadets (JROTC, CAP, ROTC)
d) **Communication**
   
i) C1 – activities to facilitate communication with members and prospective members

ii) C2 – membership activities

iii) C3 – Completion of the IRS Form 990
**e) Additional Remarks** – as with any form, there are times when you want to add additional information/clarification. This section is where that can be accomplished.

i) In addition, you should annotate who is completing the form (name or position).

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4) **Saving the Plan.** At any point you can go save this Plan by clicking on the “Save as draft” button at the bottom of the screen.

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*To update or To Submit for the Approval Process:*

1. Go to Home screen of the Field Portal
2. Click “Save Activity Report” tab and locate your report that you just saved
3. Click the Activity Report that you want to open (will be blue hyperlink)
4. Click Edit button (will be on the right hand side)
5. A pop window will appear and make changes
6. Update the “Submission Status” field on the top from “Draft” to “Submit for Approval” to start the Approval Process.

Note: This will email State President to approve chapter form and Region President to approve state form. State and Region President has to login to the Field Portal and follow the steps to approve.

*Submission Status*

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| None |
a) To access a previously saved plan you must go back to the AFA Home Portal Screen, note the blue ribbon along the top. Find the “Saved Activity Report” and select that link.

b) You will see your new “Activity Plan” and note that it will be annotated as “Draft”. Select the draft plan and it will open the report as it was when saved.

c) Note: If you don’t see your Plan, verify that the Activity Reports is reading “All” if not, open the drop down window (clicking on the ▼) and select “All”
i) Once opened, you can print a hard copy of the draft plan by selecting “Printable View” --- a button along the top right side, and then selecting “Print This Page” in the very top right corner.

ii) To edit (expand or modify) the existing draft plan, select the “Edit” button, along the right side of the page. A pop-up window will open where you can make any changes desired.

iii) Once again you may select the “Save” button on the bottom of the screen to save and come back to the plan later.
d) Once you are ready to submit the plan for approval. Open the “draft plan” and select the “Edit” button.

e) At the top of the form just to the right of the “Activity Plan Period” there is a drop-down menu labeled “Submission Status”. Change the status from “Draft” to “Submit for Approval”, then save the document one more time.

i) When you save the document this time, an email will be generated to the state president indicating that the chapter has submitted their Activity Plan for approval.

ii) If/when the State President approves the Plan it will be forwarded to the Region President for Approval. If the State President decides that the Plan requires additional information, it can be disapproved with comment and the chapter will receive an email indicating that additional information/clarification is required. If at any time you have an issue getting on the Portal or the form appears not to be working as described above please send an email to the AFA IT Staff through Field@AFA.org. If you have questions regarding these instructions or just need some additional help, you can contact Russ Lewey via email at FCTech2@AFA.org.
Survey

How was your experience?
Can we make it better?

Please tap or click here to take the post-instruction survey