



## AFA Chapter Annual Activity Plan (AAP) (Updated: Nov, 2021)

### Introduction:

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

### Preparation:

- 1) Before you even find and open up a new Chapter AAP, you should look to pull in some information.
  - a) Pull up, or print a copy of your previous Annual Activity Plan. It should be a pdf or Excel document on your system. If you can't find it, your state or region president should have a copy. As a last resort, the good folks at [field@afa.org](mailto:field@afa.org) can dig it up for you.
  - b) Bring your Executive Council together to discuss and develop a plan of events for the coming year.

### Note:

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



## Mission Area Descriptions

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

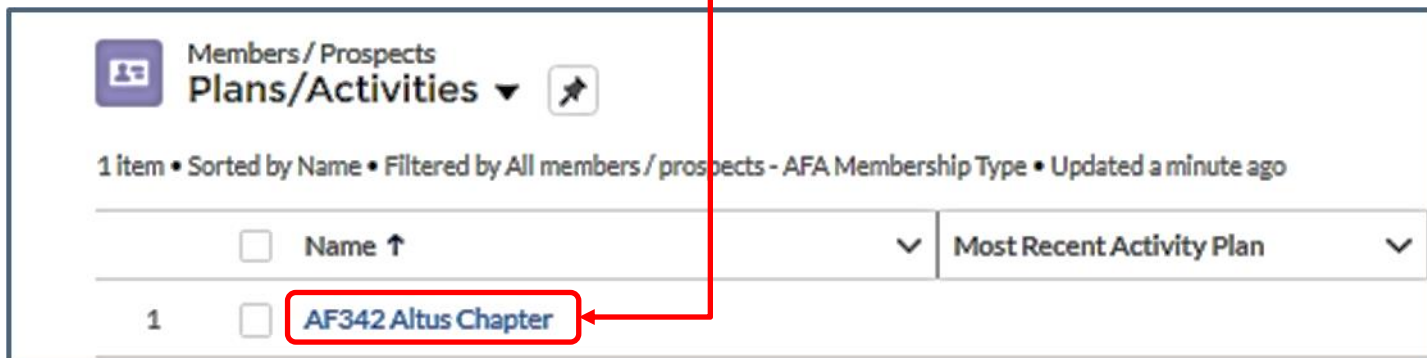
2) With an idea of what you want to accomplish over the next year, you are now ready to head to your Field Leaders Portal and start your new Chapter Annual Activity Plan.

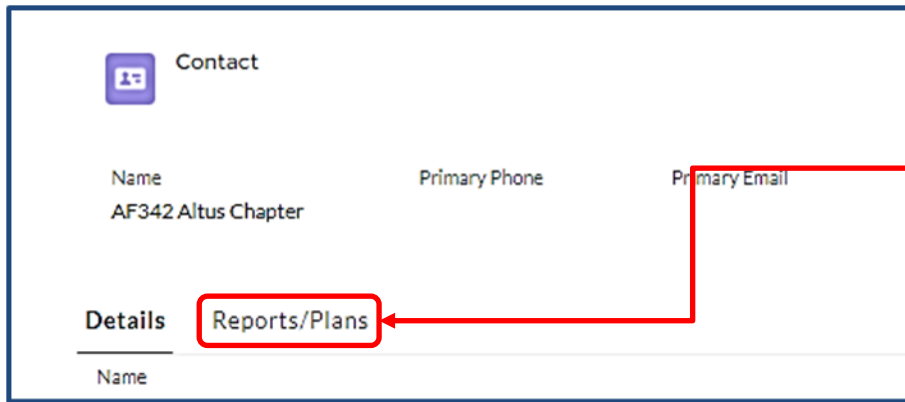
a) At the top of your Field Leaders Portal, select **Reports/Plans**



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

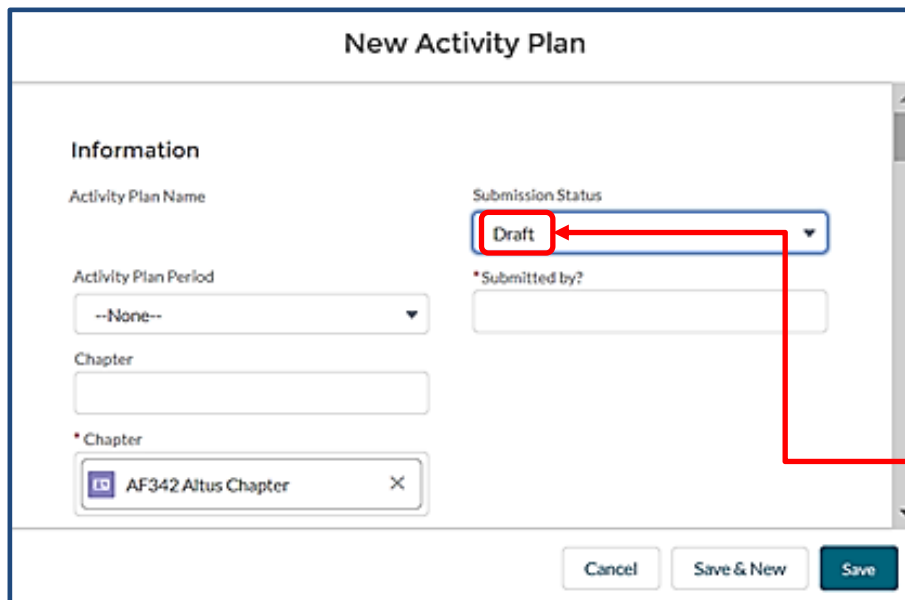
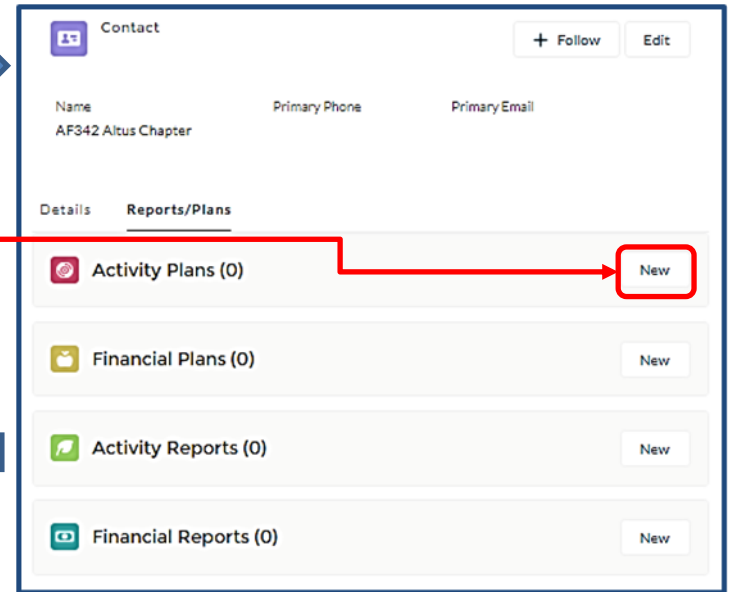
c) On the resultant page, select **your chapter organization**





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

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



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

### New Activity Plan

Review the errors on this page.

These required fields must be completed: Submitted by?, Region Name, State Name

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#### Information

<p>Activity Plan Name</p> <p>Activity Plan Period</p> <p>--None--</p>	<p>Submission Status</p> <p>Draft</p> <p>*Submitted by?</p> <p style="color: #c00040; font-size: small;">Complete this field.</p>
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#### System Relationship Info

<p>* State Name</p> <p style="color: #c00040; font-size: small;">Complete this field.</p> <p>State Email</p>	<p>* Region Name</p> <p style="color: #c00040; font-size: small;">Complete this field.</p> <p>Region Email</p>
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Cancel Save & New Save

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

**Note:**

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

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

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

New Activity Plan

Information

Activity Plan Name

Submission Status  
Draft

Activity Plan Period  
--None--

Submitted by?  
Richard Baldwin

Chapter

Chapter

Cancel Save & New Save

Activity Plan # 202

Details Reports/Plans

Activity Plan Name  
Activity Plan # 202

Submission Status  
Draft

Activity Plan Period  
--None--

Submitted by?  
Richard Baldwin

Chapter

Chapter  
[AF342 Altus Chapter](#)

Edit Printable View

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

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



Activity Plans

All

1 item • Sorted by Chapter • Filtered by All activity plans • Updated a minute ago

	Chapter	State Name	Activity Plan Na...	Submission Status	Created By	State Approved
1	AF342 Altus Chapter	Oklahoma	Activity Plan # 202	Draft	AF342 Altus Chapter	

## Completing the Plan:

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

The screenshot shows a web form titled "Edit Activity Plan # 202". The form contains several fields:

- Activity Plan Name:** Activity Plan # 202
- Submission Status:** Draft (dropdown menu)
- Activity Plan Period:** --None-- (dropdown menu, currently open showing options: --None--, Jan 2022 - Dec 2022, Jan 2021 - Dec 2021). A red box highlights "Jan 2022 - Dec 2022" and a red arrow points to it from the text "Financial Plan Period" in the instructions above.
- Submitted by?:** Richard Baldwin
- Chapter Email:** (empty text field)

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

- i) AE1 – General Aerospace Education (AE) or STEM Programs, **other than CyberPatriot, StellarXplorers, or Teacher of the Year.**
- ii) AE2 – National Youth Cyber Education Program (CyberPatriot and related programs)
- iii) AE3 – StellarXplorers
- iv) AE4 - Teacher of the Year

**Notes:**

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

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

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

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

**Edit Activity Plan # 202**

**Education**

AE1 Planned AE and STEM ⓘ

4

AE3 Planned: STLX ⓘ

--None--

AE1: Remarks: AE and 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.

AE3 Remarks StellarXplorers ⓘ

Cancel Save & New Save



- c) **Advocacy** – Similarly, complete the sections that apply to your chapter under the Advocacy area.
- i) AD1 – Working with national, state, and local legislative/community leadership and Staff
  - ii) AD2 – Recruiting local businesses (Community Partners)
  - iii) AD3 – Outreach programs to the community
  - iv) AD4 – Advocate national defense and aerospace issues to all audiences

### Edit Activity Plan # 202

**Advocacy**

<p>AD1 Planned: National &amp; State ⓘ</p> <p>--None-- ▼</p> <p>AD1 Remarks: National/State Legislators ⓘ</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>AD3 Planned: Outreach ⓘ</p> <p>--None-- ▼</p> <p>AD3 Remarks: Outreach ⓘ</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>AD2 Planned: Community Partners ⓘ</p> <p>--None-- ▼</p> <p>Remarks: Recruits Local Business</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>AD4 Planned: ND &amp; Aerospace Issues ⓘ</p> <p>--None-- ▼</p> <p>AD4 Remarks: ND &amp; AE Issues ⓘ</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Cancel Save & New Save

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

- 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 Planned: Airmen/Guardians ⓘ <input type="text" value="--None--"/>	S4 Planned: AFA Scholarship & Grants ⓘ <input type="text" value="--None--"/>
S1 Remarks: Airmen/Guardians ⓘ <input type="text"/>	S4 Remarks: AFA Scholarships & Grants ⓘ <input type="text"/>
S2 Planned: Families of Airmen/Guardians ⓘ <input type="text" value="--None--"/>	S5 Planned: Veteran & Retiree Programs <input type="text" value="--None--"/>
S2 Remarks: Families of Airmen/Guardians ⓘ <input type="text"/>	S5 Remarks: Veteran & Retiree Programs ⓘ <input type="text"/>
S3 Planned: Wounded Airmen ⓘ <input type="text" value="--None--"/>	S6 Planned: Supports Cadets ⓘ <input type="text" value="--None--"/>
S3 Remarks: Wounded Airmen Program ⓘ <input type="text"/>	S6 Remarks: Supports Cadets ⓘ <input type="text"/>

- e) **Communications** – Complete the applicable sections for your chapter
- i) C1 - activities to facilitate communication with members and prospective members
  - ii) C2 - membership activities
  - iii) C3 - completion of the IRS Form 990
  - iv) C4 - conduct of Executive Committee/Leadership meetings (face-to-face or virtual)
  - v) C5 - chapter sends Delegate(s) to annual National Convention (does not apply to first half semi-annual report)

### Communications

<p>C1 Planned: Communicates with Members ⓘ</p> <p>--None-- ▾</p> <p>Remarks: Communicates with Members ⓘ</p> <p></p>	<p>C2 Planned: Support Membership Activities</p> <p>--None-- ▾</p> <p>Remarks: Support Membership Activities</p> <p></p>
<p>C4 Planned: Chapter Meetings ⓘ</p> <p>--None-- ▾</p> <p>C4 Remarks: Chapter Meetings ⓘ</p> <p></p>	<p>C3 Planned: IRS Form 990 ⓘ</p> <p>--None-- ▾</p> <p>C3 Remarks: IRS 990 Form ⓘ</p> <p></p>
<p>C5 Planned: Convention Delegates ⓘ</p> <p>--None-- ▾</p> <p>C5 Remarks: Convention Delegates ⓘ</p> <p></p>	

- 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.

**Edit Activity Plan # 202**

**Additional Comments**

Chapter Comments

Region Approved

State Approved

Region Comments

State Comments

Cancel Save & New Save

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

## Submitting the Plan:

- h) When your team thinks the AAP is complete, select **Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE.**
- 4) Once you have your AAP submitted, your State President will give it a review.
- a) The State President will either approve it with a **“Yes”** (letting the Region President know it is ready for review), or disapprove it with a **“No/Need more info”** (to send it back to you for corrections/clarifications as required). Any reason for non-approval should be clearly stated in the State or Region’s **“Non-Approval/Need More Info”** block.
- b) Once the Region President approves the plan, the process is complete.

**Edit Activity Plan # 202**

Activity Plan Name  
Activity Plan # 202

Activity Plan Period  
Jan 2022 – Dec 2022

Chapter  
AF342 Altus Chapter

Chapter Email ⓘ

Submission Status

- None--
- ✓ Draft
- Submit for Approval**
- Re-Submit for Approval
- State - Submit for Approval
- State - Re-Submit for Approval

Cancel Save & New **Save**

**Additional Comments**

Chapter Comments

Region Approved  
No / Need more info

State Approved  
No / Need more info

Region Comments  
Chapter’s AFP does not reflect its AAP regarding JROTC Scholarships please make adjustments and re-submit.

State Comments  
See region coments

Cancel Save & New **Save**

### Edit Activity Plan # 202

Activity Plan Name  
Activity Plan # 202

Activity Plan Period  
--None--

Chapter

Chapter  
AF342 Altus Chapter

Chapter Email i

Submission Status

- None--
- ✓ Draft
- Submit for Approval
- Re-Submit for Approval
- State - Submit for Approval
- State - Re-Submit for Approval

Cancel    Save & New    Save

c) If you are required to make corrections use the Re-Submit for Approval selection in the Submission Status pull-down menu after you've made the updates. Again, don't forget to save!

d) **Be pro-active...**the State and Region presidents in some cases have a large number of plans to review. As the 31 December AAP submission deadline approaches, a friendly phone call, text or email to your State President may be helpful if the State and Region approved blocks don't say "Yes".

1 Item	Sorted by Chapter	Filtered by All activity plans	Updated a few seconds ago	Search this list...						
Chapter	State Name	Activity Plan Na...	Submission Status	Created By	State Approved	Region Name	Region Approved	Created Date	Last	
1	AF342 Altus C...	Oklahoma	Activity Plan # 202	Re-Submit for Approval	AF342 Altus Chapter	No / Need more info	Texoma	No / Need more info	11/23/2021 8:43 AM	11/23/2021 8:43 AM

**NOTE:**

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



## Survey

How was your experience?  
Can we make it better?

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[to take the post-instruction survey](#)