



PLANNING AND REPORTING TEMPLATES FOR 2009
Chapters and States

(Instructions and Guidelines available separately on www.afa.org/Field Resources)

AFA Annual Activity Plan (AAP), Quarterly Activity Report (QAR)				
CALENDAR YEAR (1 Jan-31 Dec): 2009	Annual Activity Plan: <u> X </u>		Quarterly Activity Report: <u> </u>	
CALENDAR QUARTER (1 st Jan-Mar; 2 nd Apr-Jun; 3 rd Jul-Sep; 4 th Oct-Dec). Place an "X" next to the appropriate Quarter for Quarterly Reports:	Jan-Mar —	Apr-Jun —	Jul-Sep —	Oct-Dec —
REGION NAME: Florida	CERTIFIED (DATE/President's Name):			
STATE NAME: Florida	CERTIFIED (DATE/President's Name):			
CHAPTER NUMBER: #999	CERTIFIED (DATE/President's Name): 31 December 2008 / Steve Canyon			
CHAPTER NAME: High Flight Chapter				

Note: "P" = "Planned" and "A" = Accomplished. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: (May be brief, but <u>must</u> contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info). Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
ACTIVITIES/PROGRAMS CONDUCTED OR SUPPORTED BY THE CHAPTER									
1a. Chapter conducts or supports at least one outreach program for non-AFA audience per year.			1				1		Brief AFA Goals & Objectives at Blue Skies AFB Commander's and at local science fairs.
1b. Chapter conducts at least one program per year for AFA members that promotes an understanding of national defense or aerospace issues.	1				1				1) Sponsor a speaker from the Mitchell Institute at a local event. 2) Brief AF issues a local civil club.
1c. Chapter conducts or supports at least one aerospace education program per year.					1				Conduct a Teacher's Workshop.
1d. Chapter conducts or supports at least one aerospace or, science, technology, engineering, and math (STEM) program per year.			1						Sponsors prizes at Smallville High School Science Fair.
3a. Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel.	1		1		1		1		Sponsor an award for the Airman of the Quarter at Blue Skies AFB.
3b. Chapter (near an active duty, guard, or reserve installation) conducts or supports at least one program per year to support the families of the deployed forces.			1				1		Work with local agencies, such as Navy League or VA, on programs supporting families of deployed forces.
3c. Chapter conduct or support an education program or activity for dependents.			1				1		Participate in Visions of Exploration Program at Smallville High Schools.
3d. Chapter conducts or supports at least one Veteran/Retiree program per year.					1				Provide financial support check to the Smallville VA Clinic.
3e. Chapter (near a cadet activity) conduct or support at least one program per year.	1		1						Jan: Provide funds for a trophy at the AFA Florida State AFJROTC Drill Competition. May: Present Cadet of the Year Medal at Smallvce High School AFJROTC.
4c. Chapter conduct one annual local membership drive/AFA awareness campaign.	1								Conduct AFA membership drive at Blue Skies AFB.
FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the "Plan" column.)									

All chapters must conduct or support one program/activity per quarter to qualify for 25 % of the support payment. If the chapter conducts two programs/activities, they qualify for 50 %. (if rosters, plans, and reports are submitted)

Note: "P" = "Planned" and "A" = Actual. Place the number of events planned or accomplished next to the appropriate Goal for the Quarter.	Jan-Mar Events		Apr-Jun Events		Jul-Sep Events		Oct-Dec Events		Remarks: May be brief, but <u>must</u> contain sufficient detail to explain what you did. Always include the what, when, who, how many, how much, type of info . Expand in "Additional Remarks" section at the end of the report if necessary.
	P	A	P	A	P	A	P	A	
OTHER CHAPTER ACTIONS									
1e. Chapter selects a Teacher of the Year.			1						Select Teacher of the Year from each of the chapter's three counties. Choose one as Chapter Teacher of the Year.
2a. Chapter annually makes personal contact with each member of the House of Representatives or staff within their chapter area (collaboratively within the state).					1				Invite Representative Daniel Webster VII to attend the AFA Congressional Reception in Washington, DC.
2c. Chapter contacts each Member of the House of Representatives (or staff) in their chapter area at the start of each new Congress (every 2 years) to offer complimentary AFA Membership.	1								Invite Representative Daniel Webster VII to join AFA with complementary membership.
2e. Chapter invites local/state/national politicians and/or staff representatives to chapter events.	1		1		1		1		Invite to chapter meeting, teacher's workshop, awards ceremony, and Holiday party.
2f. Chapter (with local aerospace industry) makes contact with industry leadership to build relationships, including inviting industry participation in and support for chapter events.	1		1		1		1		Invite Aerospace Industry representative to attend chapter meetings.
3f. Chapter (near AF installations) makes personal contact with senior officers/NCOs at least once per quarter to build USAF leadership-AFA-relationships.	1		1		1		1		Meet with Commander and Command Chief of 123 rd Fighter Wing, Blue Skies AFB every six months
3g. Chapter (near AF installations) contacts the Base Education Officer at least once per year to build awareness of AFA scholarship and grants opportunities.					1				Notify Blue Skies AFB Education Office of AFA opportunities.
4d. Chapter implements membership retention program.	1		1		1		1		Contact expired members each month after 2 nd renewal letter from AFA HQ.
		#		#		#		#	
FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the "Plan" column.)									

COMMUNICATIONS AND MEMBERSHIP								
4a. Chapter publishes and distributes a newsletter quarterly (One advanced excusal authorized per year)	1		1		1		1	Publish newsletter each quarter.
4b. Chapter <u>recruit</u> new members totaling at least 0.75% of chapter strength per quarter	1		1		1		1	Met member recruit goals each quarter.
		#		#		#		#
FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the “Plan” column.)								

All chapters must accomplish at least one of the *other* actions to qualify for 25 % of the support payment, unless two or more “Conduct/Support” goals were accomplished. (if rosters, plans, and reports are submitted)

SAMPLE

