

**PLANNING AND REPORTING TEMPLATES FOR 2015**

**(Chapters and States)**

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| **AFA Annual Activity Plan (AAP), Quarterly Activity Report (QAR)** |
| **CALENDAR YEAR (1 Jan-31 Dec): 2015** | **Annual Activity Plan: \_\_** | **Quarterly Activity Report: \_\_** |
| CALENDAR QUARTER (1st Jan-Mar; 2nd Apr-Jun; 3rd Jul-Sep; 4th Oct-Dec). Place an “X” next to the appropriate Quarter for Quarterly Reports: | **Jan-Mar \_\_** | **Apr-Jun \_\_** | **Jul-Sep \_\_** | **Oct-Dec \_\_** |
| REGION NAME:  | Approved (DATE/President’s Name):  |
| STATE NAME:  | Approved (DATE/President’s Name):  |
| CHAPTER NUMBER:  | Approved (DATE/President’s Name):  |
| CHAPTER NAME:  |

The following pages separate the goals into groups in order to make both planning and reporting easier. These groups are as follows:

* Section A - Activities/Programs **CONDUCTED OR SUPPORTED** by the Chapter
* Section B - **OTHER** Chapter Activities
* Section C - **COMMUNICATIONS** and **MEMBERSHIP** goals
* Section D – **State Organization** goals

**Note: The number in parenthesis at the beginning of each suggested activity ties it to a specific Strategic Objective in the current AFA Strategic Plan**

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|  | 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: Remarks:** (May be brief, but must 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** |  |
| **A** | **ACTIVITIES/PROGRAMS *CONDUCTED* OR *SUPPORTED* BY THE CHAPTER** |  |  |  |  |  |  |  |  |  |
| 1 | (1.1.1, 1.1.2, 1.1.3, 2.1.4, 2.1.5) Chapter conducts or supports programs to: communicate the critical need for unmatched aerospace power, support programs/legislation vital to the Total Air Force, and educate the public on aerospace issues, and/or AFA’s message regarding the above. |  |  |  |  |  |  |  |  |  |
| 2 | (2.1.2, 3.5.3) Chapter conducts or supports programs to recognize/support Total Force Airmen, Family members, cadets (USAFA, AFROTC, AFJROTC, and CAP), Silver Wings members, and veterans. Encouraging active participation in AFA is an important component of this objective. |  |  |  |  |  |  |  |  |  |
| 3 | (1.2.2) Chapter conducts or supports a program that aids Airmen who are transitioning to civilian status. |  |  |  |  |  |  |  |  |  |
| 4 | (1.2.1) Chapter conducts or supports on-base or unit programs for the families of deployed or wounded airmen.  |  |  |  |  |  |  |  |  |  |
| 5 | (1.2.3,1.2.5,) Chapter conducts or supports programs to recognize and support the Total Air Force Family members in achieving their professional and educational goals through grants, scholarships and professional development programs. |  |  |  |  |  |  |  |  |  |
| 6 | (1.3.3, 1.3.4) Chapter conducts or supports efforts to educate elected officials and key influencers on AE/STEM programs and their national security implications and to increase funding from all sources for the same. |  |  |  |  |  |  |  |  |  |
| 7 | 1.3.1-1.3.2, 1.3.3) Chapter conducts or supports aerospace education programs to sustain, promote, and grow AE/STEM programs (excludes CyberPatriot, which is covered under A9). Partner with like minded organizations to advance AE and STEM. |  |  |  |  |  |  |  |  |  |
| 8 | (1.3.2) Chapter contacts local schools, JROTC units, CAP squadrons, Sea Cadet units, and other applicable youth organizations to encourage participation in the CyberPatriot competition and supports the efforts of the teams that enter. |  |  |  |  |  |  |  |  |  |
| 9 | (4.1.1) Chapter conducts programs to identify and develop existing and emerging leaders to support the mission and vision of the AFA at the field and national level. |  |  |  |  |  |  |  |  |  |
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|  | **FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the “Accomplished” 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 must 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. |
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|  |  | **P** | **A** | **P** | **A** | **P** | **A** | **P** | **A** |  |
| **B** | **OTHER CHAPTER ACTIONS** |  |
| 1 | (1.1.2) Chapter participates in AFA’s AirPower Advocates Program to present the public and local, state, and national political leaders information about airpower and national defense and veterans/family support issues. |  |  |  |  |  |  |  |  |  |
| 2 | ([1.1.1, 1.1.3, 1.3.1)](#TwoA) Chapter visits and/or communicates with elected/appointed local/state/national politicians or their staffs to: advocate for aerospace power and/or STEM education, support programs/legislation of vital interest to the Total Air Force Family, or encourage participation in AFA activities.  |  |  |  |  |  |  |  |  |  |
| 3 | (1.2.6) Chapter contacts the Base Education Office and/or uses other forums/ tools to build awareness of AFA scholarship and grants opportunities. |  |  |  |  |  |  |  |  |  |
| 4 | (1.1.1, 1.3.1, 2.1.4) Chapter personally contacts each Member of the House of Representatives (or staff) in their chapter area at the start of each new Congress (every odd-numbered year) to offer and encourage acceptance of a complimentary AFA membership. |  |  |  |  |  |  |  |  |  |
| 5 | (2.1.1) Chapter makes personal contact with senior officers/NCOs and members of the USAF, ANG, AFRC, AFROTC, AFJROTC, and/or CAP squadrons to build leadership relationships with AFA and encourage membership, participation, and involvement with AFA activities. |  |  |  |  |  |  |  |  |  |
| 6 | (1.1.1, 3.2.1, 3.2.2) Chapter makes contact with local business and industry leadership to build strong relationships, including inviting support of chapter activities/events and membership as a Community Partner.  |  |  |  |  |  |  |  |  |  |
| 7 | (1.3.5) Chapter selects a K-8 and a 9-12 Teacher of the Year. |  |  |  |  |  |  |  |  |  |
| 8 | (1.3.3, 3.1.2, 3.5.2) Establish and maintain at least quarterly contact with other veteran- and military-affiliated service and business organizations and councils |  |  |  |  |  |  |  |  |  |
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|  | **FOR STATE USE ONLY – DID CHAPTER MEET QUARTERLY GOAL? (Include the number of events that qualify in the “Accomplished” 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)**

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|  | 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 must 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** |  |
| **C** | **COMMUNICATIONS AND MEMBERSHIP** |  |  |  |  |  |  |  |  |  |
| 1 | (1.2.7, 3.1.2) Chapter publishes and distributes a newsletter at least quarterly. (One excusal authorized per year.) |  |  |  |  |  |  |  |  |  |
| 2 | (4.1.2) Chapter uses its web site and/or social media platforms to communicate AFA’s message, its activities, and its position on issues pertaining to AFA’s mission. |  |  |  |  |  |  |  |  |  |
| 3 | (1.1.1, 1.1.2, 1.1.3, 2.1.4, 2.1.5) Chapters submit communications, including articles, stories, and pictures/captions, to AFA National for inclusion in Air Force and/or Wingman Magazines or other AFA-wide communications media. |  |  |  |  |  |  |  |  |  |
| 4 | (3.2.1) Chapter recruits new members quarterly totaling (on average) at least 0.75% of chapter’s strength at the end of the previous September.  |  |  |  |  |  |  |  |  | **National AFA calculates accomplishment of this goal. Your chapter’s goals can be found on the AFA website. Select the following tabs: Field Leaders, Reports, then Membership Goals.**  |
| 5 | (3.2.1) Chapter holds at least one annual local membership drive/AFA awareness campaign to recruit new members and engage existing members in chapter activities. |  |  |  |  |  |  |  |  | . |
| 6 | (3.2.2) Chapter communicates individually with members whose memberships are close to expiration and encourages them to renew their memberships |  |  |  |  |  |  |  |  |  |
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|  |  | **P** | **A** | **P** | **A** | **P** | **A** | **P** | **A** |  |
| **D** | **STATE GOALS** |  |  |  |  |  |  |  |  |  |
| 1 | (1.1.2) Chapter participates in AFA’s Air Power Advocate Program in order to present the public and local, state, and national political leaders information about airpower and national defense and veterans/family support issues. |  |  |  |  |  |  |  |  |  |
| 2 | ([1.1.1, 1.1.3, 1.3.1)](#TwoA) State visits and/or communicates with elected/appointed local/state/national politicians —especially federal legislators and state-wide office holders—or their staffs to: advocate for aerospace power and/or STEM education, support programs/legislation of vital interest to the Total Air Force Family, and encourage participation in AFA activities |  |  |  |  |  |  |  |  |  |
| 3 | (1.1.1, 1.3.1, 2.1.4) State contacts each Senator (or staff) at the beginning of each new Congress (every odd-numbered year) to offer and encourage acceptance of a complimentary AFA membership. |  |  |  |  |  |  |  |  |  |
| 4 | (2.1.1, 3.5.3) State conducts or supports at least one program per year to recognize/support USAF/ANG/AFRES personnel. |  |  |  |  |  |  |  |  |  |
| 5 | (2.1.1) State makes personal contact with senior officers/NCOs and members of the USAF, ANG, AFRC, AFROTC, Silver Wings, AFJROTC and/or CAP squadrons to build leadership relationships with AFA and encourage membership, participation and involvement with AFA activities. State officers should put special emphasis on communicating with senior or state-level members, commensurate with the AFA state position. |  |  |  |  |  |  |  |  |  |
| 6 | (1.3.5) State selects a K-12 State Teacher of the Year annually. |  |  |  |  |  |  |  |  |  |
| 7 | (4.1.1) State identifies and develops existing and emerging leaders. Nominates candidates for the emerging leaders program. |  |  |  |  |  |  |  |  |  |

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| 8 | (4.1.1) State works with chapters to encourage and facilitate the continual improvement of their performance. |  |  |  |  |  |  |  |  |  |
| 9 | (4.1.1) State works aggressively to restore troubled/ suspended chapters to health. (Count the number of actions/meetings—in-person, telephonic, online, etc.—performed in the “A” columns and provide descriptions of what was accomplished and progress toward agreed goals in the Remarks block.) |  |  |  |  |  |  |  |  |  |

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|  | **P** | **A** | **P** | **A** | **P** | **A** | **P** | **A** |  |
| **OTHER CHAPTER OR STATE OBJECTIVES AND/OR ACTIVITIES**Chapters that develop their own planning objectives should include them here. The objective should reference the appropriate AFA Strategic Plan objective number similar to the format used in previous sections. |  |  |  |  |  |  |  |  |  |
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| **ADDITIONAL REMARKS**  |
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