



**PLANNING AND REPORTING TEMPLATES FOR 2007**  
**INSTRUCTIONS FOR DEVELOPING REGION/STATE/CHAPTER ANNUAL ACTIVITY PLANS**  
**AND COMPLETING QUARTERLY ACTIVITY REPORTS**

Use this template to develop annual activity plans for regions (optional), states (optional), and chapters. Use the SAME template for chapter and state quarterly activity reports (required) and regions (optional). To simplify the planning and reporting process at all levels, plans and activity reports for 2007 MUST be submitted using this template. Regions and states will assist chapters as necessary.

The planning template is adapted from the AFA Strategic Plan for 2007-2010 and contains the Strategic Themes and Goals that apply to AFA regions, states, and chapters. Only those goals that apply to the field are included. AFA National Goals are omitted. (All goals for Theme 5 apply to AFA – National). There are blank rows for each region, state, and chapter to include additional goals if desired. Do not delete any rows, but you may add as many rows as you wish for your plan. Refer to the Air Force Association Strategic Plan for 2007-2010 for additional information as needed.

**ANNUAL ACTIVITY PLANS.** Use this template to build your Annual Activity Plan (required for chapters, optional for states and regions). Complete the “Header” information and indicate that this is your plan for 2007 by placing an “X” in the block marked “Annual Activity Plan.” Complete the rest of the plan by placing the number of activities (1, 2, 3, etc.) that you plan to conduct for each goal during that quarter in the column marked “P” for *Planned*. For each Goal, briefly explain in the remarks section what activity is planned. For example “Conduct Teacher Workshop in mid Feb”. If you put a number in the “P” column, you must include a brief explanation in the “Remarks” column. Some goals may not apply to your organization. If so, leave that block blank. There is no requirement to complete all goals. After you have completed the plan, save the file with your chapter number and label it for example as “398AAP2007.” E-mail this plan to your State President for review and endorsement. He or she will date and type their name in the appropriate block and then forward to the Region President for review and endorsement. The Region President will forward it to AFA National for processing. The 2007 Annual Activity Plans are due to AFA National not later than 31 December 2006.

**QUARTERLY ACTIVITY REPORTS.** Use your completed plan to file your Quarterly Activity Report (required for chapters and states, optional for regions). Complete the “Header” information and indicate the appropriate Quarter by placing an “X” in the block marked “1<sup>st</sup>, or 2<sup>nd</sup>, etc. Then complete the report by placing the number of activities actually “*Accomplished*” for that quarter in the “A” column (1, 2, 3, etc.). If you put a number in the “A” column, you must make corresponding comments in the “Remarks” column to explain the activity. You should delete the “remarks” from the form you submitted as your Activity Plan (but keep the numbers in the “planned” column) and replace them with new remarks that explain what that activity was, for example “Conducted Teacher workshop on 2/11/07 at Hurlburt Field, FL and 65 teachers were in attendance.” If more detailed information is required, explain in the remarks section at the end of the report by referencing the Theme number and block, e.g. 2a. For follow-on quarters, you should again delete the remarks section but keep the number of events for the previous quarter in each column, and use the remarks section to explain your new quarter events. Once completed, save this file for example as “398QARJan-Mar06.” E-mail this report to your State President for processing as described above (Activity Plans).

| AFA Annual Activity Plan (AAP), Quarterly Activity Report (QAR)                                                                                                                            |  |  |                                                               |         |                |         |                                        |   |                |   |                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---------------------------------------------------------------|---------|----------------|---------|----------------------------------------|---|----------------|---|--------------------------------------------------------------------------------------------------------------------|
| CALENDAR YEAR (1 Jan-31 Dec): 2007                                                                                                                                                         |  |  | Annual Activity Plan: <u>  X  </u>                            |         |                |         | Quarterly Activity Report: <u>    </u> |   |                |   |                                                                                                                    |
| CALENDAR QUARTER (1 <sup>st</sup> Jan-Mar; 2 <sup>nd</sup> Apr-Jun; 3 <sup>rd</sup> Jul-Sep; 4 <sup>th</sup> Oct-Dec). Place an "X" next to the appropriate Quarter for Quarterly Reports: |  |  | Jan-Mar                                                       | Apr-Jun | Jul-Sep        | Oct-Dec |                                        |   |                |   |                                                                                                                    |
| REGION NAME: Southeast                                                                                                                                                                     |  |  | CERTIFIED (DATE/President's Name):                            |         |                |         |                                        |   |                |   |                                                                                                                    |
| STATE NAME: Georgia                                                                                                                                                                        |  |  | CERTIFIED (DATE/President's Name):                            |         |                |         |                                        |   |                |   |                                                                                                                    |
| CHAPTER NUMBER: 331                                                                                                                                                                        |  |  | CERTIFIED (DATE/President's Name): 22 Dec 06 Gerald R. Murray |         |                |         |                                        |   |                |   |                                                                                                                    |
| CHAPTER NAME: Dobbins ARB                                                                                                                                                                  |  |  |                                                               |         |                |         |                                        |   |                |   |                                                                                                                    |
| 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 (Keep remarks brief, you may expand in "Additional Remarks" section at the end of the report if necessary) |
|                                                                                                                                                                                            |  |  | P                                                             | A       | P              | A       | P                                      | A | P              | A |                                                                                                                    |

| Theme 1 - Educate the Public                                                                              |   |  |   |  |   |  |   |  |  |                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------|---|--|---|--|---|--|---|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a. Chapter conduct at least one outreach program for non-choir audience per year                         | 1 |  | 1 |  | 1 |  |   |  |  | <ul style="list-style-type: none"> <li>- Contact Cobb &amp; Greater Atlanta Chamber of Commerce MACs</li> <li>- Publish AFA article in local paper</li> <li>- Contact Rotary and Marietta Kiwanis Clubs</li> </ul> |
| 1b. Chapter implement Teacher of the Year recognition program                                             | 1 |  | 1 |  | 1 |  |   |  |  | <ul style="list-style-type: none"> <li>- Contact Cobb/Cherokee/Gwinnett County School Districts</li> <li>- Sponsor Teacher Recognition program</li> <li>- Forward TOY nomination to State AFA</li> </ul>           |
| 1c. Chapter participate in at least one aerospace education program per year                              | 2 |  | 1 |  | 1 |  | 1 |  |  | <ul style="list-style-type: none"> <li>- Perform Science Fair judging duties for Cherokee, Gwinnett County. Reinhart College</li> <li>- Attend JROTC annual Awards Program at area high schools</li> </ul>         |
| 1d. State institutionalize AFA Teacher of the Year Program with annual selection from chapter nominations |   |  |   |  |   |  |   |  |  |                                                                                                                                                                                                                    |
| 1e. Support Visions Program                                                                               | 1 |  | 1 |  |   |  | 1 |  |  | Provide funding for at least 6 classrooms                                                                                                                                                                          |
| 1f. Visit area schools                                                                                    | 2 |  | 1 |  |   |  | 1 |  |  | Provide program on Math and Science/ Air Force mission/What AFA Does                                                                                                                                               |
| 1g. Establish chapter website                                                                             | 1 |  |   |  |   |  |   |  |  |                                                                                                                                                                                                                    |
|                                                                                                           |   |  |   |  |   |  |   |  |  |                                                                                                                                                                                                                    |
|                                                                                                           |   |  |   |  |   |  |   |  |  |                                                                                                                                                                                                                    |

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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. | <b>Jan-Mar Events</b> |          | <b>Apr-Jun Events</b> |          | <b>Jul-Sep Events</b> |          | <b>Oct-Dec Events</b> |          | <b>Remarks</b> (Keep remarks brief, you may expand in "Additional Remarks" section at the end of the report if necessary) |
|                                                                                                                                          | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> |                                                                                                                           |

| <b>Theme 2 - Advocate Aerospace Power</b>                                                                                       |   |  |   |  |  |  |  |  |  |                                                                 |
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| 2a. Chapter (collaboratively within the state) make personal contact with every Congressional rep or Congressional staff member |   |  |   |  |  |  |  |  |  | Defer to GA State AFA to make contact on behalf of Chapter 331  |
| 2b. Chapter secure acceptance of AFA membership for member of Congress                                                          | 1 |  |   |  |  |  |  |  |  | Contact local members of Congress by letter and/or newsletter   |
| 2c. Chapter have member of Congress or staff member attend a chapter activity at least once per year                            | 1 |  | 1 |  |  |  |  |  |  | Use letter to invite local representatives to chapter functions |
| 2d.                                                                                                                             |   |  |   |  |  |  |  |  |  |                                                                 |
| 2e.                                                                                                                             |   |  |   |  |  |  |  |  |  |                                                                 |
| 2f.                                                                                                                             |   |  |   |  |  |  |  |  |  |                                                                 |
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|                                                                                                                                          | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> |                                                                                                                           |

| <b>Theme 3 - Support USAF &amp; AF Family</b>                                                                                                                                  |   |  |   |  |   |  |   |  |                                                                                                                                |
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| 3a. Chapter (near an active duty, guard, reserve unit, or a civilian institution supporting USAF) conduct at least one program per year to recognize/supporting USAF/ANG/AFRES | 1 |  | 1 |  | 1 |  | 1 |  | Support 94 AW and 263 CSG Quarterly Awards programs                                                                            |
| 3b. Chapter (near an active duty, guard, reserve installation) conduct at least one program per year to support the families of the deployed forces.                           | 1 |  |   |  |   |  |   |  | Provide funding to GA National Guard Family Support Foundation                                                                 |
| 3c. Chapter conduct at least one Veteran/Retiree program per year                                                                                                              |   |  | 1 |  |   |  |   |  | Provide funding to POW/MIA Memorial Park                                                                                       |
| 3d. Chapter (near a cadet activity) conduct at least one program per year                                                                                                      | 1 |  | 1 |  |   |  | 1 |  | Conduct briefing to ROTC Det 165 (GA Tech) and Det 160 (UGA); attend ROTC Commissioning Ceremony                               |
| 3e. Chapter (near AF installations) make personal contact with senior officers/NCOs at least once per quarter                                                                  | 1 |  | 1 |  | 1 |  | 1 |  | Support AFA Presentation to Officer/Senior NCO of 94AW and 263 CSG                                                             |
| 3f. Chapter (near AF installations) Increase AF installation and base education office awareness of AFA scholarships & grants opportunities                                    |   |  |   |  | 1 |  |   |  | Discuss AFA program for AFA scholarships and grants with Dobbins ARB base education office                                     |
| 3g. Support JROTC Drill Meet                                                                                                                                                   |   |  |   |  |   |  |   |  | Provide funding to support ROTC- sponsored (Det 165) Drill Meet<br>Provide funding to support State-sponsored Perry Drill Meet |
| 3h.                                                                                                                                                                            |   |  |   |  |   |  |   |  |                                                                                                                                |
| 3i.                                                                                                                                                                            |   |  |   |  |   |  |   |  |                                                                                                                                |
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|                                                                                                                                          | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> | <b>P</b>              | <b>A</b> |                                                                                                                           |

| <b><u>Theme 4 - Strengthen AFA Field Operations</u></b>                                                 |   |  |   |  |   |  |   |  |                                                                                                                 |
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| 4a. Chapter/State submit annual officer roster (31 Oct)                                                 |   |  |   |  |   |  | 1 |  | Submit Chapter 331 officer roster to State                                                                      |
| 4b. Chapter submit annual activity and financial plan (31 Dec)                                          |   |  |   |  |   |  | 1 |  | Submit annual activity and financial plan by 31 December 2007                                                   |
| 4c. Chapter/State submit quarterly activity & financial reports (45 days after end of quarter)          | 1 |  | 1 |  | 1 |  | 1 |  |                                                                                                                 |
| 4d. Chapter/State submit all plans and reports electronically                                           | 1 |  | 1 |  | 1 |  | 1 |  | Submit all plans and reports electronically                                                                     |
| 4e. Chapter publish a newsletter quarterly                                                              | 1 |  | 1 |  | 1 |  | 1 |  | Publish quarterly newsletter electronic each quarter; mail out one paper newsletter to every member one quarter |
| 4f. Chapter participate in one annual national membership awareness campaign                            |   |  | 1 |  |   |  |   |  | Support Membership Awareness Campaign                                                                           |
| 4g. Chapter recruit new members totaling at least 1% of chapter strength per quarter                    |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4h. Chapter implement membership renewal program annually                                               |   |  | 1 |  |   |  |   |  | Support Membership Renewal program                                                                              |
| 4i. Chapter submit individual & unit awards to state                                                    |   |  | 1 |  |   |  |   |  | Submit award nominees to State                                                                                  |
| 4j. Region submit full complement of Exceptional Service Awards (ESA) and Medal of Merit (MOM) annually |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4k. Region submit at least one nomination for Presidential Citation or Member of the Year annually      |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4l. State/Region submit at least two chapter level awards annually                                      |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4m. Region submit emerging leader list to Nominating Committee annually when requested                  |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4n.                                                                                                     |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4o.                                                                                                     |   |  |   |  |   |  |   |  |                                                                                                                 |
| 4p.                                                                                                     |   |  |   |  |   |  |   |  |                                                                                                                 |
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|                                                                                                         |   |  |   |  |   |  |   |  |                                                                                                                 |

