



UNITED STATES AIR FORCE ACADEMY  
**CHAPTER HANDBOOK**

*Integrity First, Service Before Self, Excellence In All We Do  
Over 50 Years of Enduring Leadership*



United States Air Force Academy  
Association of Graduates

Graduate Support Specialist  
(719) 472-0300



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# INTRODUCTION

AIR FORCE ACADEMY CHAPTER HANDBOOK

Air Force Academy chapters are not formally chartered; there is no parent organization. Each chapter is autonomous and structured in a way that best suits the purpose and activities of its membership. Existing chapters, however, are strongly related to each other and to the Association of Graduates in several important ways. In general, chapters and the Association of Graduates have the common purpose of furthering public understanding and support of the Air Force Academy. They do this by enabling graduates, former cadets, widows of graduates, and other friends of Air Force Academy to gather together in support of the Academy's aims, ideals, standards, and achievements. This handbook is intended to serve as a guide for Air Force Academy Chapter Presidents. Produced by the Association of Graduates, it contains information relevant to all Air Force Academy Chapters. For more information, call or write:

Association of Graduates  
Graduate Support Specialist  
3116 Academy Drive  
USAF Academy CO 80840-4475

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# Part I Overview of Chapter Structure, Administration, and Programs

AIR FORCE ACADEMY CHAPTER HANDBOOK



# SECTION 1

AOG OFFICE OF ALUMNI SUPPORT

## SUMMARY LISTING OF AOG SERVICES TO GRADUATES

Within the AOG's Department of Alumni Relations are three directorates: Events; Programs; and Constituent Relations. Together they provide a rapidly expanding array of services to graduates. These services range from career transition assistance for graduates to support for Air Force Academy Chapter programs and activities. All members of the United States Air Force Academy Association of Graduates are invited to take advantage of the services listed below:

- \* A warm welcome at the Doolittle Hall Alumni Center
- \* Class and Chapter support
- \* Discounts at the AOG Gift Shop (including orders by mail, on-line, or phone)
- \* Discount at USAFA Visitor Center Gift Shop
- \* Cadet Area Tours
- \* The AOG Homepage ([www.usafa.org](http://www.usafa.org))
- \* Association of Graduates membership cards
- \* Discounts through USAA
- \* AOG MasterCard
- \* Discounts to select AOG events
- \* Discounts on Doolittle Hall Building rental
- \* Chapter start-up and revitalization support
- \* AOG event online registration service
- \* On-line job listing network
- \* Career Advisory Website
- \* Joint Service Academy Jobs Electronically (*JSAJE*)
- \* Service Academy Career Conferences (*SACCs*)
- \* *ZoomiEnews* Electronic Newsletter
- \* ZoomiEnation interaction forums on AOG website
- \* Electronic communications media
- \* Graduate locator service
- \* Class Reunion Support
- \* Class Ring Display
- \* Class Ring Recovery Program

### SUPPORT FOR CHAPTERS

Upon adoption of the AOG Chapter Program, the Alumni Relations Department is pleased to provide services to Chapters that include, but are not limited to the following:

- \* Disseminating information about Air Force Academy Chapter programs and events through the online “Chapter News,” located on the “Chapter” web page.
- \* Providing a forum and the exchange of ideas and information through the Air Force Academy Chapter Presidents’ Conference, held annually at the Academy.
- \* Serving as the point of contact for inter-chapter coordination via ZoomiEnation.
- \* Maintaining current and historical reference files on Air Force Academy Chapters, including membership rosters and the names and addresses of chapter officers.
- \* Providing, when requested and as available, AOG and/or Academy speakers for chapter programs.
- \* Providing lists of graduates newly moved into each chapter’s geographic area of interest on a regular basis.
- \* Providing when requested, address lists of graduates within an Air Force Academy Chapter’s geographical area of interest.

# SECTION 3

## STARTING AN AIR FORCE ACADEMY CHAPTER

### 1. WHEN TO ORGANIZE AN AIR FORCE ACADEMY CHAPTER

More than thirty Air Force Academy Chapters have been organized in towns, cities, and at military installations throughout the United States. Additionally, a chapter is active overseas. The number of chapters is gradually increasing, but there are still geographical areas where no chapter convenient to alumni exists.

A graduate, former cadet, widow of a graduate, or anyone else who wishes to belong to an Air Force Academy Chapter should first determine if there is a chapter in his or her area. If so, and if that chapter's rules permit that individual's membership, it is best to join the existing chapter. Air Force Academy Chapters are listed on the AOG's Webpage at [www.usafa.org](http://www.usafa.org), under the Chapters section.

If no Air Force Academy Chapter exists within convenient traveling distance, a group of graduates may form a new geographical chapter and are encouraged to do so.

### 2. HOW TO ORGANIZE A NEW AIR FORCE ACADEMY CHAPTER

Although the procedures below have been developed for the convenience of people trying to establish a chapter, they are not mandatory and need not be followed. However, the experience of those who have recently established a Chapter indicates that the following facts, tips, and suggestions may be useful:

- A. Graduates who wish to form a new Air Force Academy Chapter are urged to write or call the Graduate Support Specialist, to identify currently existing Air Force Academy Chapters and to discuss the possibility of forming a new chapter (719-472-0300). The Graduate Support Specialist will also describe the support the AOG can provide.
- B. It is not necessary to have a large group of alumni to start an Air Force Academy Chapter but, because of the initial work involved, it is best to have 5–8 dedicated people.
- C. Organizers should contact the presidents or secretaries of existing Air Force Academy Chapters to learn how those chapters are organized, what they do for their members, and what additional advice and assistance they may offer. The Graduate Support Specialist will be happy to provide contact information, or feel free to look up their email or website information located on our website [www.usafa.org](http://www.usafa.org) under Chapters.
- D. As mentioned previously, the AOG can support a chapter in a number of ways, and if there is an expense involved, the AOG will provide the support in question at cost. However, the AOG recognizes that new chapters rarely have operating accounts, so it will provide the following start-up services, information, and materials without charge:
  1. Definition of an “area of interest” is a 60-mile radius of the city in which the chapter wants to be centered.



2. A roster of names and addresses of graduates within the chapter's area of interest and, should the chapter desire to consider for membership persons other than graduates, the names and addresses of former cadets, widows of graduates, parents of cadets, and other friends of the Air Force Academy.
  3. An "Organizing Packet" that consists of:
    - a. An electronic file containing sample letters to solicit prospective members, and digital versions of USAFA AOG crest.
    - b. Rosters as described above.
    - c. Mailing labels
    - d. Necessary documentation to get yourself started as a tax-exempt chapter if desired
    - e. Examples of By-laws
    - f. A list of suggested duties of chapter officers.
  4. An initial meeting mail out for the new chapter, with returns going to a person designated by the chapter.
  5. Any other advice or assistance that may be feasible during the chapter's start-up.
- E. Organizing Tips
1. Organizers should send out a letter and questionnaire aimed at discovering prospective members' interests. When sending out a questionnaire of this type, the chapter should always include a self-addressed envelope for its return.
  2. From the start, the new chapter will need energetic, interested, and enthusiastic graduates to inspire and direct the other members. Previous military rank or position in civilian life may not be the most relevant criteria for selecting these individuals. Experience, personality, interest, availability, and willingness to work are the most important things.
  3. Organizers will need a slate of officers to propose to the membership. Many chapters appoint officers for only one year, with the election held at the Annual Business Meeting, held in the fourth quarter of the chapter's fiscal year. However, other chapters, particularly new ones where continuity of programs is more critical, have found two-year terms more appropriate. In most cases, the minimum slate of officers includes a president, vice president, secretary, treasurer, and a networking coordinator. Some chapters combine the positions of secretary and treasurer. An outline of suggested duties for these positions is provided in Section 4 of this handbook.
  4. The AOG hopes that the chapter's leadership will view the chapter as having a supportive relationship with the Academy as well as serving as a fraternal organization, supporting and networking with one another.

### **3. CONSTITUTIONS AND BY-LAWS**

Constitutions and by-laws governing AOG chapters vary with the purpose of the chapter and with the wishes of its members. Experience shows that a successful chapter needs the formal structure that an organizational document provides.

An example set of by-laws is provided (section 5) that, with few additions or changes, may be used by any new AOG chapter. The sample closely follows the wording and features of similar documents used by chapters already in existence. The sample serves as a reliable guide in matters of organization and activities.

Caution: Organizers should be aware that clubs and similar organizations are often subject to state law and some states mandate specific requirements for organizational documents.

At some time a new chapter may wish to establish itself as a tax-exempt organization. See Section 6 for a discussion of how to go about achieving that status.

### **4. LIFE AND BUSINESS NETWORKING**

Grads should provide networking opportunities for life and business connections. Each chapter should have a Networking Coordinator to foster life and business networking collaborations with grads, cadets, Parents' Clubs, community leaders, etc, and to provide the AOG with influential contacts. Possible chapter Networking activities include:

1. Assisting the Graduate Support Specialist by providing possible resources/points of contact that the AOG can use in soliciting sponsorships from corporations or foundations for USAFA programs and projects.
2. Encouraging chapter members to support the USAFA Endowment's annual fund-raising appeal.
3. Increasing chapter and AOG membership.
4. Providing meetings fostering life and business networking opportunities for graduates, alumni, cadets, and friends of the USAF Academy.
5. Encouraging outstanding young people to seek appointments to the Academy and, during their cadet years, encouraging them to take full advantage of Academy programs.
6. Increasing community relationships with local entrepreneurs, congresspersons, and senators to help grads make a positive influence on American society.
7. Sponsoring or otherwise supporting visits by athletic teams, clubs, or other groups. Such support might entail an array of things, ranging from simply cheering for cadets, to hosting an away game football tailgate, to sponsoring a visit by the cadets.
8. Seeking out opportunities for graduates to address audiences in local schools, clubs (i.e. Rotary, Kiwanis, and Lions), and other organizations.
9. Fostering activities and services that encourage local graduate philanthropy.

### **5. USAFA ADMISSIONS/ALO/PARENTS CLUB SUPPORT**

In order to help the Academy welcome appointed talented young men and women to the Cadet Wing, the Air Force Academy Chapter should support USAFA groups. The chapter should contact the Graduate Support Specialist, AOG, for current appropriate lists of USAFA ALOs and Parents' Club Presidents.

Supporting the USAFA groups includes recruiting the best young men and women in its chapter region to choose the Air Force Academy. In its procedures, however, the chapter must be consistent with the official USAFA Admissions Program, lest misplaced zeal or unintentional mistakes, particularly in athletic recruiting, results in penalties to the Academy, harm to its overall Admissions Program, or the loss of well-qualified Air Force Academy applicants.

If a chapter wishes to support Academy Admissions, ALOs, and Parents' Clubs, the AOG recommends that it do so in the following areas.

Typical chapter USAFA support may include:

1. Hosting by-invitation, luncheons or dinners for prospective candidates who have been identified by USAFA Admissions officials.
2. Providing USAFA AOG chapter representation at college nights in local secondary schools.
3. Publicizing the achievements of local cadets in the news media.
4. Sponsoring and/or encouraging public service announcements on the availability of appointments to the Academy via information provided by local ALO.
5. Supporting the local ALO. This support should follow the guidelines laid down by the USAFA Director of Admissions and, as requested, by the local representative. Many Air Force Academy Chapters invite this local admissions representative to join the chapter.

## **6. COORDINATING WITH THE AOG**

Because Air Force Academy Chapters sponsor many fine programs, and ideas for these programs should be shared with other Air Force Academy Chapters, please let the AOG know what you are doing. Also tell us what we can do to better aid and support your efforts. Although the AOG is taking a more proactive role in its support to chapters than ever before, it cannot maximize assistance to chapters without their input. The AOG will also assist chapters with tips and ideas that have worked for other chapters. Help us help your chapter.

Chapter presidents are encouraged to attend the annual Air Force Academy Chapter Presidents' Conference, hosted by the Office of Alumni Relations and held each year at the Academy during the fall. The Conference provides a forum for the exchange of ideas among chapters and with the staff of both USAFA and the Air Force Academy Association of Graduates. Furthermore, presidents of chapters or their representatives are briefed first-hand on the Academy's current plans, programs, and problems. This is the best opportunity to feel connected to the Academy and to further the flames of enthusiasm throughout your chapter's members.

# SECTION 4

## SUGGESTED DUTIES OF AIR FORCE ACADEMY CHAPTER OFFICERS

### PRESIDENT

The President normally shall preside at meetings and dinners of the chapter and shall be a member of its Board of Directors. He shall sign written contracts and obligations of the chapter. He shall nominate the chairmen of the committees established by the Board and shall provide for the appointment of other committee members. He shall maintain liaison with the Constituent Relations Specialist, and with the chairmen of working committees as required. He shall attend the annual Air Force Academy Chapter Presidents' Conference or appoint a representative if unable to attend. He shall perform such other duties as the Board of Directors may prescribe.

### VICE PRESIDENT

The Vice President shall perform the duties of the President during the latter's absence. He shall have such other powers and duties as the President may prescribe.

### SECRETARY

The Secretary shall:

- A. Keep minutes of the meetings for the chapter and meetings of the Board of Directors.
- B. In coordination with committee chairmen, notify members of the affairs of the chapter.
- C. Notify members of the Board of Directors of their election and, as directed by the President, notify committee chairmen and committee members of their committee appointments.
- D. Conduct the chapter's correspondence; keep the records; prepare necessary reports, including annual reports; and keep the seal of the chapter if the chapter is incorporated.
- E. Annually publish—and provide copies to members and to the Constituent Relations Specialist, AOG—rosters of current chapter officers, its Board of Directors, committee chairmen and committee members, amendments to the chapter's By-laws, and similar information.
- F. Encourage chapter members to check their entries in the *Register of Graduates* and report omissions and necessary corrections to the AOG.
- G. Maintain a current membership roster and provide a copy to the Constituent Relations Specialist, AOG, showing all names and addresses of members of the chapter. (In turn, the Constituent Relations Specialist shall provide to the Chapter Presidents a roster of graduates, ex-cadets, widows, and friends of Air Force Academy residing in the chapter's area of interest whenever requested. Further, bi-annually, the Constituent Relations Specialist shall provide to the President a roster of graduates recently moved into and out of the chapter's area of interest.)

### TREASURER

The Treasurer shall be the custodian of the chapter's funds and shall:

- A. Collect dues from members as prescribed by the Board of Directors.
- B. Raise sufficient funds for the chapter's foreseen needs.
- C. Coordinate special fund-raising programs for such chapter special activities as supporting cadet extracurricular trips, athletic pre- and post- game receptions, or special admissions programs.
- D. Disburse funds to defray expenses authorized by the chapter or by the Board of Directors.
- E. Report the status of the funds at each meeting of the chapter or its Board of Directors.
- F. Have the accounts audited under the direction of the Board of Directors before the Annual Business Meeting and at such other times as the Board may direct.

- G.** Present an annual financial report to the Board for incorporation in the report of the Annual Business Meeting.

#### NETWORKING COORDINATOR

The Networking Coordinator shall:

- A.** Maintain liaison with the Graduate Support Specialist, AOG, to ensure that the chapter remains currently informed on matters related to the Academy and disseminate that information as appropriate to chapter members and to the general public through the chapter's networking program.
- B.** Maintain a library of current information about Air Force Academy for use by the chapter and its members.
- C.** Assist the Graduate Support Specialist, AOG, by providing possible resources/points of contact that the AOG can use in soliciting sponsorships from corporations or foundations for the Chapter program.





# SECTION 5

SAMPLE BY-LAWS

## BY-LAWS

### (STATE or CITY) CHAPTER of the ASSOCIATION OF GRADUATES

#### ARTICLE I — NAME

The name shall be the (STATE or CITY) Chapter of the ASSOCIATION OF GRADUATES

#### ARTICLE II — PURPOSE

The chapter shall be dedicated to furthering the principles and welfare of the United States Air Force Academy and Association of Graduates primarily via networking. In accomplishing its purpose, this chapter endeavors to serve its community, its country, and the graduates of the Air Force Academy.

#### ARTICLE III — MEMBERSHIP

**§3.1. Classification**—Membership shall be Honorary, Regular, Affiliate, and Special.

##### **§3.2. Honorary**

**3.2. a.** Honorary Members shall consist of those individuals of distinction who are elected unanimously by the Board of Directors because of outstanding and noteworthy service to their community, country, or to the United States Air Force Academy. Honorary Members shall not be required to be graduates or former cadets of the United States Air Force Academy and shall not be required to pay dues.

**3.2. B.** Any surviving spouse of a deceased member or deceased graduate is automatically an Honorary Member.

**§3.3. Regular** – Any graduate of the United States Air Force Academy shall be eligible for Regular Membership.

**§3.4. Affiliate** – Individuals in the following capacities are eligible for Affiliate Membership:

**3.4.a.** Any former cadet who was honorably discharged from the United States Air Force Academy after serving at least until the close of the academic half-year immediately following his or her admission.

**3.4.b.** Spouse, widow, or widower, of a person eligible for Regular Membership.

**3.4.c.** Parent or sibling of a cadet.

**3.4.d.** Parent, sibling, or child of a person eligible for Regular Membership.

**3.4.e.** Senator or Representative of Congress.

**3.4.f.** Any individual appointed by the USAFA Admissions Office as District Representative, Liaison Officer, Admissions Representative, or whatever title he or she may be given by that office.

**3.4.g.** Any person who has a member of his/her immediate family on the staff and/or faculty of the Air Force Academy.

**§3.5. Special**—Individuals in the following capacities are eligible for Special Membership. Dues for this classification are waived.

**3.5.a.** Cadets from the local area.

**3.5.b.** Other cadets who have distinguished themselves by outstanding service to the United States Air Force Academy and who are in their First Class year at the Academy.

**3.5.c.** Any individual who, by his or her efforts and/or contributions of time and service, assists the Air Force Academy Chapter in fulfilling its purpose.

**§3.6.** Regular and Affiliate Members shall renew their membership by paying in advance the dues for that year as fixed by the Board of Directors.

**§3.7.** Only Regular Members shall have voting rights.

### **§3.8. Resignation and Expulsion**

**3.8.a. Resignation**—Any member may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect at the time specified therein or, if no time is specified, upon receipt. Resignation shall not entitle a member to the return of any dues paid by him or her.

**3.8.b. Expulsion**—At a meeting duly called in accordance with the By-laws, a member may be expelled for cause by a two-thirds vote of a quorum of all Regular Members. An expelled member may be reinstated by a vote of a majority of a quorum of Regular Members at a meeting duly called in accordance with the By-laws.

## **ARTICLE IV — BOARD OF DIRECTORS**

**§4.1.** The governance and management of the chapter is recommended to be vested in an executive body of ten of its Regular Members known as the Board of Directors. On all questions of interpretation of the By-laws or other rules of the chapter, the decision of the Board of Directors shall be final unless rescinded by the chapter at the Annual Business Meeting or at a special meeting called for the purpose. The Board of Directors shall have the authority to invest the chapter's treasury in whole or in part in the manner it deems prudent to achieve maximum growth with reasonable safety.

**§4.2.** In the event of dissolution of the (STATE or CITY) Chapter of the ASSOCIATION OF GRADUATES, all funds and property remaining clear and unencumbered following final receipts and disbursements, will be dispersed as authorized by the chapter, or by the Board of Directors.

**§4.3.** Members of the Board shall be elected for a period of three years, one-third being elected each year at the Annual Business Meeting of the chapter by a majority vote. In the case of a tie, balloting shall continue until all vacancies have been filled.

**§4.4.** Board Members are eligible for re-election.

**§4.5.** Each year those Members of the Board serving their second year shall comprise a nominating committee and shall nominate one candidate for each of the outgoing Board Members' vacancies. Other nominations may be made from the floor at the Annual Business Meeting.

**§4.6.** If a vacancy occurs during the fiscal year, it shall be filled by a majority vote of a quorum of the Board for the unexpired term. Failure to attend two consecutive Board Meetings without justifiable reason shall be deemed equivalent to tender of resignation therefore.

**§4.7.** A regular meeting of the Board shall be held once a quarter at the call of the President.

**§4.8.** Special meetings may be held at any time upon call of the President, the Secretary, or any two members of the Board. At such meetings, business will be confined to that specified in the call for the meeting.

**§4.9.** A quorum of the Board shall consist of five members.

**§4.10.** The Board shall have the power to remit or waive the dues of any member for such period as in their judgment shall be advisable and proper.

**§4.11.** The Board shall establish operating committees as it deems necessary.

**§4.12.** The Board shall submit a report of the affairs of the chapter, with the expenditures of the past year and an estimate of the expenses for the coming year, at each Annual Business Meeting. It shall report at other times if called upon to do so by eight or more members in writing.

**§4.13.** The Board shall elect the Chairman of the Board, who shall preside over Board Meetings.

## **ARTICLE V — OFFICERS**

**§5.1.** The officers of the chapter shall be a President, a Vice President, a Secretary, a Treasurer, a Networking Coordinator, and such other officer or officers as the Board may from time to time determine.

**§5.2.** All officers shall be elected by the Board at its first meeting following each Annual Business Meeting of the chapter.

**§5.3.** The term of office of each officer shall commence at the beginning of the fiscal year following his or her election. The term of office is one year. Officers may be re-elected.

**§5.4.** Resignations shall not be effective until accepted by the Board.

**§5.5.** The President shall normally preside at meetings and dinners of the chapter and shall be a member of the Board of Directors. He shall sign all written contracts and obligations of the chapter. He shall nominate the chairmen of committees established by the Board and shall provide for the appointment of other committee members. He shall perform such other duties as the Board of Directors may assign him.

**§5.6.** The Vice President shall have such powers and duties as prescribed by the President and will discharge the duties of the President in his absence.

**§5.7.** The Secretary shall be responsible for the following:

- 5.7.a.** Keeping minutes of the chapter meetings and meetings of the Board of Directors.
- 5.7.b.** Notifying members of the affairs of the chapter, as determined by the Board.
- 5.7.c.** Notifying members of the Board of their election.
- 5.7.d.** Conducting the correspondence, keeping the records, preparing necessary reports, including the annual report, and keeping the seal of the chapter in the event that it is incorporated.
- 5.7.e.** Collecting dues assessments.
- 5.7.f.** Turning over to the Treasurer as promptly as possible all funds collected, with a statement as to the individuals from whom collected and for what purpose.
- 5.7.g.** Publishing the list of officers of the chapter, the Board of Directors, the By-laws, the roster of members, and other items, as appropriate.
- §5.8.** The Treasurer shall be the custodian of the funds of the chapter and shall be responsible for the following:
- 5.8.a.** Disbursing the funds to defray expenses authorized by the chapter or the Board of Directors.
- 5.8.b.** Reporting the status of the funds at each meeting of the Board.
- 5.8.c.** Having his accounts audited under the direction of the Board in advance of the Annual Business Meeting and at such other times as the Board may direct.
- 5.8.d.** Presenting an annual financial report to the Board of incorporation in the report of the Annual Business Meeting.
- §5.9.** In the event of the temporary absence of the Secretary or Treasurer, his duties may be performed by another member of the chapter appointed by the President.
- §5.10.** The Networking Coordinator shall be responsible for the following:
- §5.10a.** Maintaining liaison with the Graduate Support Specialist, AOG, to ensure that the chapter remains up-to-date on matters related to the Academy and disseminating that information as appropriate to chapter members and to the general public through the chapter's networking program.
- §5.10b.** Maintaining a current membership roster and providing a copy to the Graduate Support Specialist, AOG, showing all names and addresses of members of the chapter. (In turn, the Graduate Support Specialist shall provide to the Chapter Presidents a roster of graduates, ex-cadets, widows, and friends of Air Force Academy residing in the chapter's area of interest whenever requested. Further, bi-annually, the Constituent Relations Specialist shall provide to the President a roster of graduates recently moved into and out of the chapter's area of interest.)
- §5.10c.** Maintaining a library of current information about the Air Force Academy for use by the chapter and its members.
- §5.10d.** Assist the Constituent Relations Specialist by providing possible resources/points of contact that the AOG can use in soliciting sponsorships from corporations or foundations for chapter programs.

## **ARTICLE VI — MEETINGS**

**§6.1.** The Annual Business Meeting of the chapter for election to the Board of Directors, and other business as prescribed in the By-laws, shall be held annually during the fourth quarter or on such date as determined by the Board.

**§6.2.** Special meetings of the chapter may be called by the President or upon the written request of ten Regular Members. At least seven days notice thereof shall be given to members by the Secretary.

**§6.3.** Meetings are normally held monthly. Except for the Founders Day dinner in April and the Annual Business Meeting, meetings will normally be luncheon affairs. They will be primarily networking functions in nature and may include prominent guest speakers. Chapter business will be normally confined to the Annual Business Meeting.

**§6.4.** A quorum at any meeting of the chapter shall consist of 10 percent of the Regular Membership. If any meeting of the chapter does not reach a quorum, another meeting shall be called within 30 days.

**§6.5.** A Founders Day dinner in celebration of the founding of the Air Force Academy on April 1, 1954, is held annually, normally on the Saturday nearest April 1.

**§6.6.** Business may be transacted as follows:

**6.6.a.** At the Annual Business Meeting, or

**6.6.b.** At any special meeting, but such business shall be limited to that specified in the call for the meeting, or

**6.6.c.** At any other meeting by unanimous consent of the members presents.

**§6.7.** The order of business at the Annual Business Meeting of the chapter shall be as follows:

**6.7.a.** Ascertainment of the presence of a quorum.

**6.7.b.** Financial Report.

**6.7.c.** Reading of the minutes of the previous meeting.

**6.7.d.** Annual report of the preceding year's activities and suggestions by the retiring officers.

**6.7.e.** Unfinished business.

**6.7.f.** Election of the Board of Directors.

**6.7.g.** New business.

**6.7.h.** Adjournment.

**§6.8.** The order of business at special meetings shall be the same except the financial and annual reports and the election of the Board of Directors are not included.



## **ARTICLE VII — COMMITTEES**

**§7.1.** At the organizational meeting of the Board of Directors, the President may appoint the suggested following Committee Chairmen:

**7.1.a.** Financial and Budget Committee.

**7.1.b.** Membership Committee.

**7.1.c.** Program Committee.

**7.1.d.** Networking Committee.

**§7.2.** Duties of the Committees shall include the following:

**7.2.a.** The Financial and Budget Committee shall prepare a financial program for the chapter at the beginning of each fiscal year and shall work with the Treasurer in obtaining the necessary funds for the chapter.

**7.2.b.** The Membership Committee shall promote membership in the chapter and in the AOG and shall stimulate attendance at all meetings. Each year, before the Annual Business Meeting, the Committee will prepare and distribute a directory of the members.

**7.2.c.** The Program Committee will prepare and recommend to the Board a program of activities for the coming year to include dates and places for these activities. It will serve as the Committee for the Founders Day dinner and for the Annual Business Meeting.

**7.2.d.** The Networking Committee shall assist the Graduate Support Specialist by providing possible resources/points of contact that the AOG can use in soliciting grants and/or sponsorships from corporations or foundations for USAFA programs and projects.

## **ARTICLE VIII — DUES**

**§8.1.** Under the direction of the Board of Directors, dues shall be assessed as stipulated in the By-laws and funds shall be used to defray the expenses made necessary in the proper conduct of the affairs of the chapter.

**§8.2.** Regular and Affiliate membership dues shall be determined annually by the Board of Directors.

**§8.3.** The fiscal year begins July 1 and ends on June 30 of the following year. Annual dues for the coming fiscal year are payable in advance.

## **ARTICLE IX — AMENDMENTS**

Amendments to or changes in these By-laws may be made at any meeting of the chapter by a two-thirds vote of a quorum or members represented by proxy. Such proposed amendments and changes shall, however, be considered only when the Secretary shall have distributed copies of the same to the members at least seven days prior to the meeting.

## **ARTICLE X — ADDITIONAL DUTIES OF THE PRESIDENT**

Upon election of his successor, the immediate past President of the chapter shall become an ex-officio member of the Board of Directors with full voting rights of a director for a term of one year unless such

past President is already a duly elected director. From time to time the Board may designate any one or more of the officers of the chapter to be ex-officio members of the Board of Directors with full voting rights of directors for the term of their office as officers. Ex-officio members with voting rights of a director shall be counted for the purposes of a quorum of the Board, but shall not be counted in determining the number of directors to be elected by the Regular members of the chapter at the Annual Business Meeting of the chapter.

# SECTION 6

## TAX EXEMPT STATUS

Chapters may wish to apply to the Internal Revenue Service for designation as an entity exempt from federal taxation under the provisions of §501 (c) (3) of the Internal Revenue Code. There is no federal requirement that organizations applying for federal tax-exempt status be incorporated under state law. Certain advantages may accrue from an IRS determination that a chapter is tax-exempt. The chapter will be generally exempt from federal income tax. In most states, the chapter will also be exempt from state sales tax. Members and others who make donations to the chapter will be able to deduct the amount of their contributions in whole or in part from their gross income when computing their personal income tax liability. Finally, tax-exempt organizations may use a reduced bulk postage rate for large mailings.

Those chapter whose annual gross income exceeds \$5000 and who seek tax-exempt status must apply to the IRS for a determination letter, and must pay a one-time “user fee.” A chapter applying for or declaring tax-exempt status must apply for an Employer Identification Number (even if there are no employees).

A chapter should weigh the advantages of tax-exempt status against the user fee requirement. A chapter with gross receipts averaging less than \$10,000 per year must pay a fee of \$400 with the application. A chapter with gross receipts averaging more than \$10,000 per year must pay a fee of \$850 with the application.

A chapter considering applying for tax-exempt status should request the IRS publications and forms listed below by calling the IRS toll-free number—**800-829-FORM**—or the appropriate number listed in the telephone directory under **U.S. Government, Internal Revenue Service, Information and Forms. Information is also available online at [www.irs.gov](http://www.irs.gov) under “Charities & Non-profits.”**

### **NUMBER TITLE**

Publication 557 *Tax-exempt Status for Your Organization*

Package 1023 *Application for Recognition of Exemption*

Form 8718 *User Fee for Exempt Organization Determination Letter Request*

Form SS-4 *Application for Employer Identification Number*

# SECTION 7

## CHAPTER RESOURCES

### CHAPTER WEBSITE/EMAIL SUPPORT

The Association of Graduates will host any chapter's website on its server, free of charge. It will take care of initial site design and it will provide access for the chapter's own webmaster to perform subsequent editing. If you do not currently have a website, we request a Point of Contact's email address, whether it is your President or other members of your Board. This will provide a resource for new inquiries and requests for information to be filtered appropriately.

### CHAPTER NEWS ONLINE

The Association of Graduates hosts a website for Chapter News. "Chapter News Online" features web space to showcase quarterly activities and events. This service allows chapters who are proud of what they do to publicize their activities and serves as a means of communicating ideas for activities to Chapters that wish to strengthen their programs.

### CHAPTER PRESIDENTS FORUM

The Association of Graduates created a Chapters Presidents Group in ZoomiEnation inCircle so that chapter Presidents may collaborate and share chapter ideas and best practices.

### E-MAIL COMMUNICATION

The Association of Graduates will provide limited email blast services for chapter related announcements. The chapter will provide its announcement to the AOG, who will send the email blast to the Chapter's local area, upon Constituent Relations Specialist approval.

### E-MAIL LISTS

The Association of Graduates will provide a current email list of area grads to each chapter President every six months. If you add new members during the six month lapse, please provide current lists to the AOG so that we may make sure that we have the most current information in our database as well.

# SECTION 8

## ONLINE EVENT REGISTRATION SERVICE

### **No More Manual Data Entry with Online Payment Processing**

Instead of manually entering paper forms into the computer each time you host an event, let your chapter members do the data entry for you. Once a member completes their online event registration, they are automatically sent a confirmation email designed to your specifications. The member's information is then automatically entered into a database, which the Graduate Support Specialist can provide to the chapter in spreadsheet form. The spreadsheet allows event planners to manage registrants and easily track revenue. The spreadsheet format also simplifies the creation of financial reports, rosters, mail merges, and name tags by allowing planners to extract the information they need without having to reenter data. (See Appendix C for additional information.)

### **BENEFITS**

**Online Payment Processing:** Allows customers to pay with MasterCard, Visa, American Express, and Discover for event registration.

**Flexibility:** We understand the importance of matching your online forms to your paper forms. All you have to do is send us your paper form and we'll make an online form that matches its functionality.

**Look and Branding:** We'll customize your online payment site by adding photographs and graphics such as the Air Force Academy crest or your chapter logo.

**Convenience:** Offering secure online registration is simple, efficient, and inexpensive. If you're looking to offer online registration, we can get your forms up usually within a week.

**Contact Management:** Keep track of members attending different events. This will allow you to target members in marketing campaigns for special events such as a Founders Day.

**Security and Peace of Mind:** All online transactions are secured. A 10% service fee will apply to cover charges including credit card fees.

*If you would like to utilize this service contact our Graduate Support Specialist at 719-472-0300  
or email [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org)*



# SECTION 9

## MAILING AND PRINTING SERVICES

### MAILING SERVICES

The AOG is willing and able to help out chapters with mailing and printing services. The following are the estimated costs of those services as of 3/1/10. Beyond these costs, you will be billed only for the actual additional expenditures. These fees are only to handle the costs of the materials. Please provide at least 3-5 business days for turnaround time.

| Services Provided       | Cost                    |
|-------------------------|-------------------------|
| Copy Services(1-sided)  | .05 per copy-up to 1000 |
| Copy Services (2-sided) | .08 per copy-up to 1000 |
| Color Copies            | .75 per copy            |
| Postcards               | .30 per copy            |

#### Mailing Costs

Handling (includes folding, stuffing of envelopes, applying address labels, sealing, and mailing)

Qty 100 cost is \$37.00

Qty 250 cost is \$67.00

Over 250 call for costs

Postage (Standard mailing rates apply and will increase with USPS increases

As of 3/1/10:

\$.44 per item for envelopes

\$ .28 per item for postcards

### PRINTING SERVICES

Below are some examples of what the AOG offers to the Air Force Academy Chapters. All of these services are provided at a minimal cost.

#### Membership Cards

Letters with your logo or AOG logo

Nametags

Mailing Labels

Custom Logos: Call for further information

# Part II Programs, Activities, And Events: the Details

AIR FORCE ACADEMY CHAPTER HANDBOOK



# SECTION 10

## SPEAKERS FOR CHAPTER EVENTS

Air Force Academy Chapters may request members of the AOG staff, Academy Staff or Senior Staff to attend Chapter Events.

### REQUESTS FOR AOG STAFF SPEAKERS

There are chapter events where a speaker from the AOG, Academy Staff, or Senior Staff is desired. Time constraints and other limitations preclude the AOG from fulfilling all the anticipated requests; however, the Graduate Support Specialist will assist as possible with speaker requests. Your request will be coordinated immediately to Nancy Burns Chief, Development and Alumni Programs for the Air Force Academy. If you choose to send your request directly to Nancy Burns, please notify the Graduate Support Specialist so that we can stay informed of chapter events and requests. The more advance notice that you give the AOG, the more opportunity that we have to fulfill your requests.  
(See Appendix B for additional information.)

**Graduate Support Specialist, AOG**  
**719-472-0300**  
[Chapter.support@aoqusafa.org](mailto:Chapter.support@aoqusafa.org)

**Nancy Burns**  
**Chief, Development and Alumni Programs**  
**HQ USAFA/CMA**  
**719-333-3827**  
[Nancy.burns@usafa.af.mil](mailto:Nancy.burns@usafa.af.mil)

# SECTION 11

## FOUNDER'S DAY CEREMONIALS

### RESOURCES FOR CHAPTERS

The AOG can provide a number of resources to assist your chapter with your Founder's Day ceremonials to include:

1. Roster of graduates, spouses of deceased graduates, parents, & friends of Air Force Academy in your area.

Contact AOG Graduate Support Specialist at 719-472-0300 or send an email to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org)

2. Items with the USAFA crest which are available for purchase from the AOG Gift Shop at <http://shop.usafa.org/>.

For sample programs or questions, contact AOG Chapter Support at [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org) or 719-472-0300.

*See Section 10 for information on how to get a speaker for your Founders Day Event*

### SUGGESTED SEQUENCE OF EVENTS

Although there is no mandatory sequence of events for a Founder's Day dinner program, this example is provided to help you plan the basic events of your evening. The customary order of events is as follows:

1. Dinner, preceded by a toast to the Commander in Chief and a Toast to the Air Force.
2. Introductory remarks by the Chairperson of the Dinner Committee (or Master of Ceremonies).
3. Welcome by the Air Force Academy Chapter President or guest speaker.
4. Introduction of oldest graduate (Speech optional).
5. Introduction of youngest graduate (Speech optional).
6. Remarks by the guest speaker or other entertainment as selected by Committee.
7. Singing of the Alma Mater.

Some activities that chapters may include during Founders Day Celebrations:

1. Raffles – Intended to raise funds for chapter programs by raffling donated items from members and local organizations.
2. Silent Auction - Intended to raise funds for chapter programs by auctioning donated items from members and local organizations.

### SUGGESTED POST-EVENT ACTIVITY

Local organizations' contact information can be forwarded to the AOG by the Networking Coordinator for networking purposes.

# SECTION 12

## SUPPORT FOR USAFA GROUPS

### SUPPORT FOR USAFA GROUPS: ADMISSIONS/ALOs/PARENTS CLUBS

The first steps in supporting USAFA groups are to visit and read <http://www.academyadmissions.com/>; acquire a list of local area Admissions Liaison Officers (ALOs); and acquire a list of the local Parents Club presidents. Within every congressional district, the Admissions Office has a designated and trained ALO who is responsible for tying together all efforts directed at local high schools and candidates competing for a USAFA appointment. Any help that can be provided to spread the word about Air Force Academy and the Air Force in local areas is sought. Air Force Academy Chapters can do a number of things to assist Admissions recruiting efforts. However, any effort should be coordinated with the local ALOs, so that all are speaking with one voice concerning candidate matters in the local area.

### CHAPTER MEMBERSHIP PARTICIPATION

Perhaps the most important area where a chapter can assist the local ALOs is by recruiting Air Force Academy grads from the chapter ranks to provide support. Who better to talk about the Air Force Academy and Air Force opportunities than a graduate, whether it's at a college fair, during a school career day, addressing the students in the local high school, or speaking to local civic organizations?

While some of our Air Force Academy Liaison Officers are Air Force Academy graduates, many are not. Inviting these critical individuals to join the local Air Force Academy Chapter as affiliate members will allow them to interact frequently with the chapter officers and develop Air Force Academy contacts for candidates, educators, Parents' Club Presidents, etc. Any effort that puts more people directly into the initial contact with candidates, parents, or other influencers is time well spent.

### OTHER AREAS WHERE CHAPTERS CAN HELP

- Set up or assist ALOs or Parents Club in a "send-off" function that brings together cadets home on summer leave and the candidates who will soon report to Basic Cadet Training.
- Provide advertising for local Air Force Academy events.

### USAFA ADMISSIONS OFFICE CONTACT INFORMATION

While this is certainly not an all-inclusive list, it provides a start for establishing a formal relationship with the USAFA ALOs and Parents Clubs for those chapters that want to help.

The bottom line: Air Force Academy Chapters are valued additions to the USAFA and AOG teams.

# SECTION 13

## VISITS FROM CADET TEAMS AND CLUBS

Each year, cadet teams and clubs participate in trips throughout the United States. In many cases, the teams and clubs are in need of assistance. By providing such assistance, Air Force Academy Chapters have established themselves as tremendous sources of support for the Air Force Academy. In turn, chapters reap the benefits of interaction with today's Air Force Academy cadets.

### HOW TO FIND OUT IF A CADET TEAM OR CLUB IS VISITING IN YOUR AREA

You can get information about the schedules of teams and clubs from a number of sources.

1. The AOG sends out email blasts of visiting Cadet Teams and Clubs in local areas.
2. The Academy Athletics website ([www.goairforcefalcons.com](http://www.goairforcefalcons.com)) will provide the monthly athletic schedule.
3. If you have an interest in a specific Cadet Team or Club, you may consult the list of head coaches on <http://www.goairforcefalcons.com/school-bio/afa-staffdir.html#coaches> or POCs <http://www.usafa.edu/cadetFocus/cadetClubs/> for telephone and e-mail contact information.

### DETERMINING TEAM OR CLUB SUPPORT REQUIREMENTS

Most teams require two essentials while traveling: food and lodging. In cases where the funding for these is limited chapters may be in a position to help. In some cases, transportation assistance may also be required. All coordination with the team should be directly with the team's coach or with another person that the coach may designate.

1. Contact the coach via telephone or e-mail. Indicate that your chapter is willing to provide support to the cadet team while it is in your chapter's area.
2. Determine from the coach what support is required.
3. Determine how your chapter may support the trip based on its needs.
4. Organize within your chapter a group or committee to spearhead the project. You should include Parents' Clubs and ALOs whenever appropriate.

### SUPPORT TIPS

1. When lodging requirements have been determined, seek support from graduates and cadet parents.
2. To avoid surprises, ensure that host families are familiar with team requirements.
3. Consider a chapter hosted BBQ/picnic for large groups.
4. Lastly, enjoy the presence of some of the finest young people in America!

# Air Force Academy Cadet Clubs

## Cadet Clubs by Category As of 5 Nov 09

| <b>Recreational Clubs</b> | <b>Name</b>              | <b>Off Svm</b> | <b>#</b>    | <b>Competitive Clubs</b>  | <b>Name</b>              | <b>Off Svm</b> | <b>#</b>    |
|---------------------------|--------------------------|----------------|-------------|---------------------------|--------------------------|----------------|-------------|
| <b>Club Liaison</b>       | <b>Mr. Russell Meyer</b> | <b>CWTM</b>    | <b>3211</b> | <b>Club Liaison</b>       | <b>Mr. George Nelson</b> | <b>APDA</b>    | <b>3114</b> |
| Academy Concerts          | Ms. Candyce Thomas       | CWTMC          | 4497        | Cycling                   | LtCol James Dereus       | CWE            | 7881        |
| Aikido                    | Mr. Neland North         | 10 CS          | 3063        | Fast Pitch Softball       | Capt Chalene Eber        | DFAS           | 1693        |
| Airsoft                   | LtC Dave Christensen     | DFMI           | 9033        | Judo                      | Capt Erik Anker          | ADSL           | 4737        |
| Amateur Radio             | Dr. Linda Krause         | DFP            | 4619        | Lacrosse, Women's         | Capt Michelle Nash       | DFBL           | '0432       |
| Arnold Air Society        | Maj Michele Johnson      | CWC            | 2987        |                           | Capt Traci Sarmiento     | DFCS           | 7699        |
| Aviation                  | LtCol David DeRay        | DFMI           | 9429        | Rugby, Men's              | Maj Paul Quigley         | CS 40          | '0340       |
| Bluebards                 | Capt Ryan A. Hart        | 557 FTS        | 1823        | Rugby, Women's            | Capt Nicole Foster       | 557 FTS        | 1814        |
|                           | Capt Michelle Ruehl      | PLDE           | 6183        | Team Handball             | <b>Vacant</b>            |                |             |
| Cadet Outfitters          | TSgt Adam Rodriguez      | CWTO           | 8992        | Triathlon                 | LtCol Freddie Rodriguez  | DFEI           | '0673       |
| Car Club                  | <b>Vacant</b>            | DFBL           | 2429        |                           | Maj Cheryl Ingber        | CS 39          | '0339       |
| Chess                     | Capt Gerry Neri          | SGOE           | 5108        | Ski - Alpine              | Capt Erich Kunrath       | 94 FTS         | 3969        |
| Combat Condition          | Maj Solomon Garrett      | CS 38          | '0338       | Ski - Nordic              | Maj Amy Nesbitt          | CCA            | 1616        |
| Equestrian                | LtCol Max Despain        | DFENG          | 8468        | Volleyball, Men's         | Maj Rafael Carroll       | CS 37          | '0337       |
| Falcon Club (BB/BS)       | Maj Gregory Bennett      | DFPA           | 4121        | Waterpolo, Women's        | Maj Marcia Quigley       | CS 11          | 4539        |
|                           | Capt Jessica Kashka      | DFC            | 6075        |                           |                          |                |             |
| Fitness - Weightlifting   | Mr. Buck Blackwood       | ADMS           | '0981       | <b>Professional Clubs</b> |                          |                |             |
| - Powerlifting            | Capt Brandon Lingle      | DFENG          | 4339        | <b>Club Liaison</b>       | <b>Ms. Paula Britton</b> | <b>DFR</b>     | <b>2450</b> |
| Ice Sports                | Capt Daniel Showalter    | DFAS           | 4204        |                           |                          |                |             |
| Karate                    | Capt Mark Sideno         | DFH            | 8637        | Astronomy/Physics         | Dr. Devin Della-Rose     | DFP            | 3266        |
|                           | Ms Michele Fincher       | DFBL           | 9544        | Chemistry                 | <b>Vacant</b>            | DFC            | 6066        |
| Los Padrios               | MSgt Ernest Medina       | CS 21          | 7432        | Cyber Warfare             | Maj Michael Hanson       | DFCS           | 6804        |
| Marathon                  | LtCol Dana Louie         | DFP            | 8637        | Forum                     | LtCol Benjamin Paganelli | DFPS           | 8089        |
| Model Engineering         | <b>Vacant</b>            | DFCS           | 3037        | French                    | <b>Vacant</b>            | DFP            | 8625        |
| Mountaineering            | Maj Terrence Kudo        | DFMS           | 3626        | Geoscience                | LtCol Barb Rusnak        | DFEG           | 8728        |
| NAHC                      | Capt Tim Romans          | DFH            | 2292        | History                   | Capt Mark Sideno         | DFH            | 8637        |

|                          |                        |        |      |  |                      |                          |              |             |
|--------------------------|------------------------|--------|------|--|----------------------|--------------------------|--------------|-------------|
| Pacific Rim              | MSgt Anna Parker       | CWVV   | 9992 |  | International Club   | Ms Leslie Christensen    | DFIP         | 3452        |
| Paintball                | MSgt Robert Hill       | CS 13  | 1782 |  | Operations Research  | Maj Conrad Freedom       | DFM          | 5073        |
| Pistol                   | Maj Michael McDermott  | DFH    | 3728 |  | Psychology           | Dr. Steven Samuels       | DFBL         | 9893        |
| Racquet Club             | Dr. Adrian Won         | DFCE   | 7747 |  | Russian              | LtCol Michael Muszynski  | DFE          | 8639        |
| Rodeo                    | Maj Chance Henderson   |        |      |  | Space Society        | <b>Vacant</b>            | DFAS         | 1694        |
| Show Choir               | Ms. Jean Cooley        | DFM    | 6502 |  | Spanish              | LtCol Richard Dabrowski  | DFE          | 2200        |
|                          | Dr. Tim Cooley         | DFE    | 8631 |  |                      |                          |              |             |
| Ski Club                 | Maj Eric Waters        | DFCE   | 2146 |  | <b>Mission Clubs</b> |                          |              |             |
|                          | Capt Steve Thomas      | DFCE   | 3150 |  | <b>Club Liaison</b>  | <b>Mr. Robert Diehl</b>  | <b>CWTTR</b> | <b>6806</b> |
| Ski, Freestyle/Snowboard | Maj Ryan Coyne         | CS 13  | 4758 |  |                      |                          |              |             |
|                          | TSgt Mike Lindenberger | CWVV-D | 9620 |  | Chorale/HC           | LtCol William Ziegler    | HGX          | 2636        |
| Tae Kwon Do              | TSgt Jose DeLaCruz     | CS 23  | 1543 |  | Drum and Bugle       | Mr Bill Smith            | CWDT         | 2055        |
| Trap and Skeet           | Maj Joe Scholes        | DFE    | 1790 |  | Eagle's Club         | LtCol Christopher Brooks | DFEG         | 4725        |
| Tuskegee Airmen          | Mr. Greg Williams      | CWDP   | 1984 |  | Falconry             | Maj Mark Seng            | CS 32        | 4451        |
| Ultimate Frisbee         | Lt Mel Frost           | DFM    | 2334 |  | Flying Team          | Mr. Bert Boyce           | 557 FTS      | 2245        |
| Wargaming                | Maj Jeff Stamp         | DFH    | 4112 |  | Forensics            | Dr. Gina Iberri-Shea     | DFENG        | 8511        |
|                          | Capt Paul Graham       | DFCS   | 6803 |  | Honor Guard          | Capt James Mikes         | DFEM         | 8553        |
| Way of Life              | Maj Patrick Stovall    | RRA    | 2641 |  | Media                | Ms. Maureen Welch        | CWTMS        | 5233        |
|                          | Maj Julian Stephens    | DFBL   | 2514 |  | Mock Trial           | Capt Greg Thompson       | DFL          | 9152        |
|                          |                        |        |      |  | Orchestra            | LtCol Daniel Lykins      | DFB          | 6027        |
|                          |                        |        |      |  | PECA                 | SMSgt Roderick Schwald   | CG 04        | 4319        |
|                          |                        |        |      |  | Rattex               | Mr. Fred Smith           | CWTMC        | 2721        |
|                          |                        |        |      |  | Saber Drill          | Lt Col Tim Burke         | DFBL         | 2514        |
|                          |                        |        |      |  | Soaring              | Maj Stephen Stumbo       | 94 FTS       | 1365        |
|                          |                        |        |      |  | Wings of Blue        | Mr. Fredick Wenger       | 98 FTS       | 2065        |



# SECTION 14

## GUIDELINES FOR "CHAPTER NEWS"

Each issue of Chapter News features information and includes brief reports from chapters about recent activities and events. These reports serve two purposes: they allow chapters who are proud of what they do to publicize their activities and they serve as a means of communicating ideas for activities to chapters that wish to strengthen their programs.

### FORMAT

- Your copy should be word-processed or legibly typed. You can submit it in an email either in the body of the email or as an attachment. We currently use Microsoft Office 7, so any version lower than that will carry over with no problems. If you use a different version of a word processing document we prefer you place the article in the body of the email to ensure no words are missing.
- Your article should be of moderate length (100-150) Any longer and the message might be lost. If you feel that your article must be significantly longer, please notify your Graduate Support Specialist via email at [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org) for approval.
- Please make sure to include your chapter's name and who the article was submitted by.

### PHOTOS

We encourage you to submit photos from your events or gathering as they serve as a great snapshot of the festivities.

- Hard Copy Photos: Photographs of any size are acceptable. Make sure that they are in focus and that the shading is not too dark as when it is scanned into our system, the lighting might slightly change. Captions should be brief and descriptive.
- Digital Photos: When submitting photos, please make sure they are in .jpeg or .tif format. Please keep the photos as a separate attachment and do not paste them into your document.

### SUBMISSIONS:

Your submission should be mailed to:  
Association of Graduates  
Attn: Corrie Grubbs  
3116 Academy Drive  
USAF Academy, CO 80840

If you have access to email, you can submit via email to [Corrie.grubbs@aogusafa.org](mailto:Corrie.grubbs@aogusafa.org). Either paste the copy into the message, or if your email system supports MS Word attachments, attach the Word file or picture file.

# SECTION 15

## AIR FORCE AWAY GAME TAILGATE PLANNING

One of the most challenging but rewarding opportunities for a chapter is to sponsor the official Air Force Away Game Tailgate. The following are some suggestions and considerations in planning and hosting the event. For more detailed information, call the Constituent Relations Department at the AOG.

1. Develop a very basic event plan early (start at least 8 months before the game) will what you want to do, offer, include, and for how many people (low/high estimate). For example, do you want to:
  - Host a Friday evening reception or rally?
  - Host the pre-game lunch or tailgate party indoors or outdoors?  
(No matter the location, the customary time for the start of the official tailgate is three hours before kickoff, and ends ½ hour before kickoff.)
  - Consider:
    - i. Type of food and service (buffet, cookout, china, paper plates, etc.)
    - ii. Entertainment (Falconers; DJ; Cheerleaders)
    - iii. Giveaways
    - iv. Decorations and signs
    - v. Speakers: Superintendent, AOG President, etc.
  - Promote the event (mailings; website; email)?
  - Contact and/or involve the local Parents' Club?
2. Open a dialogue with the AOG. We will provide you with valuable information such as contacts with Cheerleaders, Falconers, and the local Parents' Club.
3. Contact the home school's Athletic Department to explore services that they are able to supply regarding your event. Plan to negotiate everything; take nothing at face value. Also, confirm every conversation and meeting in writing.
4. Refine your basic plan and create a financial spreadsheet that includes all anticipated income and expenses.
  - You will need to settle on a best-guess estimate of the number you expect will attend.
5. No later than 6 months before the game, put together a small committee of key people who will help with and be responsible for major elements of the event (tickets, decorations, fund raising, promotion etc.).
  - Include your admissions liaison officer.
  - Meet to discuss any and all ideas, the proposed budget, and agree on the event plan.
6. Meet with and present the event plan to your chapter to get their support and approval.
7. Confirm by contract or in writing, all primary services to be rendered by all suppliers (game tickets, seating & tailgate location, food, etc.)
8. Start promoting the event a minimum of four months prior to game day.

# SECTION 16

## AFFILIATE MEMBERSHIP

The Affiliate Membership category allows the AOG to broaden the nationwide base of support for Air Force Academy's values and programs. This can be accomplished by enlisting into the organization's ranks a large group of people, ranging from the most influential to the ordinary, who have feelings of respect and affection for the Academy, but who are not otherwise eligible to belong to the AOG as Graduate Members.

Interested people may become affiliate members of the AOG by completing an application online at <http://www.usafa.org/membership/memberships.aspx> and receiving approval from the Senior Vice President of Alumni Relations.

When the membership fee is received, applicants will be enrolled as affiliate members.

# DISTINGUISHED CHAPTER AWARD



# SECTION 17

## DISTINGUISHED CHAPTER AWARD

### PURPOSE OF THE DISTINGUISHED CHAPTER AWARD

Presented at the annual Air Force Academy Chapter Presidents' Conference, the award recognizes those chapters whose networking efforts and service, as characterized by the effectiveness of their activities and programs, has made a significant contribution to the support of the United States Air Force Academy, its graduates, and the Association of Graduates. Additionally, the DCA recognizes chapters whose activities and programs serve to enhance the image of the Air Force Academy in their local communities.

### SUMMARY OF REQUIREMENTS FOR THE AWARD

To be eligible for the Distinguished Chapter Award, a chapter must participate in each of **five essential activities**:

1. Have a Founder's Day Dinner
2. Send a representative to the Chapter Presidents' Conference
3. Send a Chapter Presidents' Conference Summary to chapter members
4. Submit a membership roster
5. Accumulate at least 300 points by Support of USAFA Admissions, ALOS, and Parents Clubs

In addition to accomplishing of the Essential Activities, a chapter must also accumulate points for activities as outlined in the following section of this *Chapter Handbook* until the overall sum is 2000.

### ADMINISTRATION OF THE AWARD

#### A. GENERAL

The intent of the award is to recognize USAFA AOG Chapters for the many activities in which they are currently involved. Participation is voluntary. However, the Constituent Relations Department will maintain Award Activity files for every chapter unless chapters specifically request not to be considered. Determination of eligibility is based on a simple system where chapters receive points for various activities and programs. Chapters achieve Distinguished Chapter recognition by attaining a predetermined, publicized number of points.

There is no limit to the number of chapters that may receive the Distinguished Chapter Award in any given year. Chapters do not compete against one another for their share of a scarce resource. All chapters that attain the minimum point level required will receive it. Additionally, a chapter may receive the award any number of times.

The period of activity on which the Award is based is the AOG fiscal year, with Awards formally presented at the following USAFA AOG Chapters Presidents' Conference (e.g., the activity year is July 1 – June 30. Awards for fiscal year 2011 will be presented at the Conference in the fall of 2011).

#### B. HOW TO REPORT CHAPTER ACTIVITIES AND PROGRAMS

Chapters report most activities and programs by emailing the Graduate Support Specialist, at [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org).

Submission of activities will be accepted at any time during the fiscal year although, it is best for chapters to complete them as soon as possible after the activities have taken place. Points will be awarded only for those activities that occur in the fiscal year for which the award is being given. The fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

**Detailed Award Criteria is listed below.**

**Final submissions for consideration of the award must be received no later than July 30<sup>th</sup> of the following fiscal year.** If you have hardcopy submissions for chapter rosters, newsletters, or media coverage, mail or fax to:

Association of Graduates  
Attn: Graduate Support Specialist  
3116 Academy Drive  
USAF Academy CO 80840-4475  
FAX (719) 333-4194

When a chapter submits activities, points will be awarded immediately. The Director, Event and Graduate Support and Graduate Support Specialist will perform regular reviews to ensure that activities meet the guidelines for the award.

#### C. AWARD NOTIFICATION

1. Official notification will not take place until the week following the August Meeting of the AOG Board of Directors, where the list of winners is approved. The Distinguished Chapter Award will be presented to chapter representatives (presidents or their representatives) at the USAFA AOG Chapter Presidents' Conference held annually at the AOG.

2. In 2011, the award will include the following:\*
- a. Distinguished Chapter Award acknowledgment on Chapter webpage
  - b. Distinguished Chapter banner provided by AOG
  - c. Free flight for Distinguished Chapter president to USAFA AOG Chapter Presidents' Conference
  - d. \$500 towards Chapter's Founders Day Event Bill
  - e. \$300 worth of AOG retailed merchandise to use as the Chapter wishes.

\*Subject to change bases on approved AOG FY11 budget

#### **DETAILED AWARD CRITERIA**

*Chapters must earn 2000 points or more to receive the Distinguished Chapter Award. Points are awarded in five categories of things for which points are awarded:*

- A. Essential Activities
- B. Networking
- C. Membership Growth
- D. Chapter Information
- E. Activities

Although chapters are not required to participate in all categories, *it is mandatory that chapters participate in the five Essential Activities to be eligible for the Distinguished Chapter Award.* In addition to Essential Activities, chapters may accumulate points from any other category or from any combination of categories.

A. ESSENTIAL ACTIVITIES

1. **Host or co-host a Founder's Day event.**

Submission requirements: Email to Graduate Support Specialist.  
POINTS: 150

2. **Send delegate to USAFA AOG Chapter President' Conference.**

*This requirement must be met every other year.*

No points are earned if the chapter chooses to skip one year; however, the essential requirement will be met if the chapter sent a representative the prior year.

Submission requirements: Email name of chapter representative who attended conference to Graduate Support Specialist.

POINTS: 200

3. **Send Chapter Presidents' Conference Summary to Chapter Members.**

This requirement must be met every year. Chapter representatives may write their own summary or send out the summary that the AOG publishes in the weeks following the Conference.

Submission requirements: Enter date when summary was sent to chapter membership and send copy via email to Graduate Support Specialist, chapter.support@aogusafa.org.

POINTS: 100

4. **Submit rosters of chapter members and chapter officers.**

Submission requirements: No particular format is required for roster submissions. However, rosters should indicate USAFA graduates and any member not in good standing.

POINTS: 150

5. **Support USAFA Admissions, ALOs, and Parents Clubs.**

Chapters must garner at least 300 points by participating in USAFA Support activities as follows:

a. **Support ALOs with Local Events**

(Candidate Invites, Educator Events, Football Events, etc)

Submission requirements: Email DCA Form to Graduate Support Specialist

POINTS: 50 (Plus 5 points per ALO Representative in attendance per event)

b. **Support Parents Clubs Local Events**

(Appointee Send-offs, Summer Picnics, BBQs

Submission requirements: Email DCA Form to Graduate Support Specialist

POINTS: 50 per event

c. **General Admissions Activities**

Other kinds of participation in supporting the USAFA ALO efforts (College Fairs, etc)

Submission requirements: Email DCA Form to Graduate Support Specialist

POINTS: 15

B. NETWORKING

Points are awarded in this category for fostering various types of networking activities. The list is not exhaustive. Obviously, not all the activities in which chapters are involved can be included.

Those activities that do not fit a specific category as outlined below will receive credit as **General Activities**.

## 1. Life and Business Networking Activities

- a. **Networking/business meetings, luncheons, etc. (See Appendix D for a sample Networking meeting template.)**

Submissions requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 200 (for each activity submitted)

- b. **Resource Enhancement** provide AOG with influential contacts for advertising, fund raising, USAFA promotion, etc

Submissions requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 50 (for each contact submitted)

- c. **Establishment of Community Welcoming Services** for active-duty grads newly arrived in the chapter area.

Submission requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 100

## 2. Activities in support of Cadet Team/Club event in chapter area.

- a. **Sponsoring an official Air Force Football Away-Game Tailgate**

Submit: email Graduate Support Specialist: Chapter.support@aogusafa.org  
POINTS: 200

- b. **Other Cadet Team/Club Support Activities**

Submission requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 100 (for each activity submitted with at least 1/3 of members in attendance)

## 3. Community Outreach Program

- a. **Chapter participation in Community Outreach event**

(i.e. Habitat for Humanity, Boys and Girls Clubs, Red Cross Blood Drive, etc.)  
Submission requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 50

- b. **Chapter participation in any civic activity**

(i.e., Flag Presentation, Memorial Dedication, etc.) in which USAFA receives recognition.  
Submission requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 75

## 4. Air Force–Navy or Air Force-Army Game Get-Together.

- a. **Participation in Joint Service Academy Get-together**

Submission requirements: email Graduate Support Specialist:  
Chapter.support@aogusafa.org  
POINTS: 75



b. **Sponsorship (Hosting) of Joint Service Academy Game Get-together**

Submission requirements: email Graduate Support Specialist:

Chapter.support@aogusafa.org

POINTS: 100

**5. Nominate a Friend of the Air Force Academy and pay for a lifetime membership.**

Submission requirements: Nomination, contact Graduate Support Specialist:

Chapter.support@aogusafa.org, including the name of the nominee.

Membership Payment: Don McCarthy at 719-472-0300 x139

POINTS: 50

**6. Nominate a Distinguished Graduate Award Candidate**

Submission requirements: Complete nomination process via AOG website at

<http://www.usafa.org/Heritage/DGNom%20Form.pdf>

Point consideration: Email Graduate Support Specialist, Chapter.support@aogusafa.org, including the name of the nominee

POINTS: 25

**7. Chapter Awards.** Chapter Graduate Support Specialist: Chapter.support@aogusafa.org, including the name of the award recipient and description of the award.

POINTS: 50

**8. Meetings.** Chapters participating in this category will receive points for every meeting conducted, to include luncheons and dinners. Chapters should follow their constitutions, by-laws, or guidelines for meetings to determine if a particular meeting is one for which credit can be received.

Submission requirements: email Graduate Support Specialist:

Chapter.support@aogusafa.org

POINTS: 50 (for each meeting submitted)

*Note: A bonus of 25 points will be awarded for each meeting in which Parents' Clubs are invited to participate. Points will be awarded as long as one member of a Parents' Club participates. (Points will not be awarded if a member of a chapter is also a parent.) To get bonus points, indicate attendance by member(s) of Parents' Club by emailing the Graduate Support Specialist, [Chapter.support@aogusafa.org](mailto:Chapter.support@aogusafa.org).*

*Note: A bonus of 25 points will be awarded for each meeting in which Joint Service Academy Alumni organizations are invited to participate. Points will be awarded as long as one member of another Service Academy's alumni organization participates. (Points will not be awarded if a member of a chapter also is a graduate of another Service Academy.) To get bonus points, indicate attendance by member(s) of Service Academy Alumni organization by emailing the Graduate Support Specialist, [Chapter.support@aogusafa.org](mailto:Chapter.support@aogusafa.org).*

*Note: A bonus of 50 points will be awarded for any activity that receives media attention. To receive bonus points, indicate that your activity received media coverage by emailing the Graduate Support Specialist, [Chapter.support@aogusafa.org](mailto:Chapter.support@aogusafa.org). (If newspaper coverage, we would like to have a copy of the article. This is not required, however.)*

C. MEMBERSHIP

1. **Membership Effectiveness**

Percentage of chapter members who are also members of the Association of Graduates.  
POINTS: 50 points for each 10% of AOG membership. (Maximum of 500 points)

2. **Membership Increase**

Percentage increase in membership from the prior year; conversely, deduction for percentage decrease in membership from the prior year.

POINTS: 50 points for each five percentage point membership increase from the prior year; conversely, 50 points will be deducted for each five percentage point membership decrease from the prior year.

D. CHAPTER INFORMATION

Access to and dissemination of information is increasingly more important to chapters. Chapters that have developed efficient means for internal and external communication tend to attract and retain members. An effective flow of information is often critical to the success of any chapter and its programs. Chapters that participate in this category will be awarded points based on the various means by which they gather, disseminate, and share information.

1. **Chapter Homepage**

a. **Chapter establishes Chapter web-site.** (Awarded in year in which web-site was activated.)

Submission Requirements: email Graduate Support: Chapter.support@aogusafa.org, to include URL. The Chapter's homepage must be linked to the AOG's Chapters page and maintained with current information.

POINTS: 150

b. **Chapter Maintained Website.** Points will be awarded to a chapter that maintains its own website, to include updates and changes. Submission requirements: email Graduate Support Specialist: Chapter.support@aogusafa.org

POINTS: 200

c. **Quarterly Updates.** Points will be awarded for each quarter in which chapter updates web-site. Submission requirements: email Graduate Support Specialist: Chapter.support@aogusafa.org, to include date of update per quarter.

POINTS: 25 per quarterly update

2. **Chapter Presidents inCircle Group:** Points will be awarded for each input loaded

Submission requirements: email Graduate Support Specialist: Chapter.support@aogusafa.org.

POINTS: 10 (Maximum 120 pts)

E. CHAPTER INFORMATION

**General Activities** (e.g. chapter golf outings, picnics)

Submission requirements: Graduate Support Specialist: Chapter.support@aogusafa.org

POINTS: 100 (for each activity submitted)

# APPENDIX A

## RESOURCES FOR OBTAINING INFORMATION

### **AOG Executives:**

|                           |   |
|---------------------------|---|
| William "T" Thompson, '73 | President and Chief Executive Officer                         |
| Gary Howe, '69            | Executive Vice President                                      |
| Alton Parrish             | Chief Financial Officer and Senior Vice President for Finance |
| Ruth Reichert             | Executive Assistant   |

### **Finance:**

|             |                   |
|-------------|-------------------|
| Joyce Love  | Accountant        |
| Janice Baca | Financial Analyst |

### **Alumni Relations:**

|                       |   |
|-----------------------|---|
| Marty Marcolongo, '88 | Senior Vice President of Alumni Relations |
| Wayne Taylor          | Director of Constituent Service           |
| Razelle Krug          | Director of Constituent Relations         |
| Don McCarthy          | Membership Services Specialist            |
| Paige Buoye           | Advertising Sales Manager                 |
| Al Burrell            | Class Projects Officer                    |

### **Events/ AOG and Graduate Support:**

|                  |  |
|------------------|--|
| Corrie Grubbs    | Director, Events and Graduate Support  |
| Jennifer Ganzler | Events and Alumni Relations Consultant |
| Jean Bickford    | Special Functions Coordinator          |
| Tiffani Lusson   | Alumni Relations Event Coordinator     |
| TBD              | Graduate Support Specialist            |

### **Information Technology:**

|                   |                                 |
|-------------------|---------------------------------|
| Jack Mueller, '70 | Director of Information Systems |
| Jason Finkle      | Systems Administrator           |
| Rachel Dixon      | Programmer/Systems Analyst      |

### **Communications:**

|                |                                  |
|----------------|----------------------------------|
| Bob McAllister | Vice President of Communications |
| Matt Kleve     | Director of Web Communications   |
| Lewis Carlyle  | Editor/Photographer              |
| Sarah Larabee  | Senior Designer                  |
| Tom Kroboth    | Class News and Obituary Editor   |

### **Customer Service and Facility Management:**

|                      |                              |
|----------------------|------------------------------|
| Sandy Luckhurst      | Director of Customer Support |
| Michele Cowan        | Customer Service Supervisor  |
| John Rice            | Data Integrity Specialist    |
| Jennifer Childs      | Data Integrity Specialist    |
| Kimberley Wilson     | Data Integrity Specialist    |
| Dave Pfeil           | Facility Manager             |
| Albert "Jake" Jacobs | Maintenance Specialist       |

### **Fundraising- USAFA Endowment**

|                        |                                    |
|------------------------|------------------------------------|
| Erv Rokke, '62         | President                          |
| Mark Hille, '97        | Vice President, Development        |
| Dennis Scruggs         | Chief Financial Officer            |
| Jonathan Robinson, '90 | Vice Treasurer                     |
| Joe Swaty              | Director of Development            |
| Jimmy Martello, '00    | Director of Major Gifts            |
| Regina Clark           | Director of Annual Giving          |
| Alainna Rankins        | Major Gifts Officer                |
| Amanda Brown           | Matching Gift Coordinator          |
| Gina Simler            | Assistant Director of Stewardship  |
| Ann Tillery            | Development Communications Officer |

## AIR FORCE ACADEMY WEBSITES

<http://www.usafa.edu>

Official USAFA website

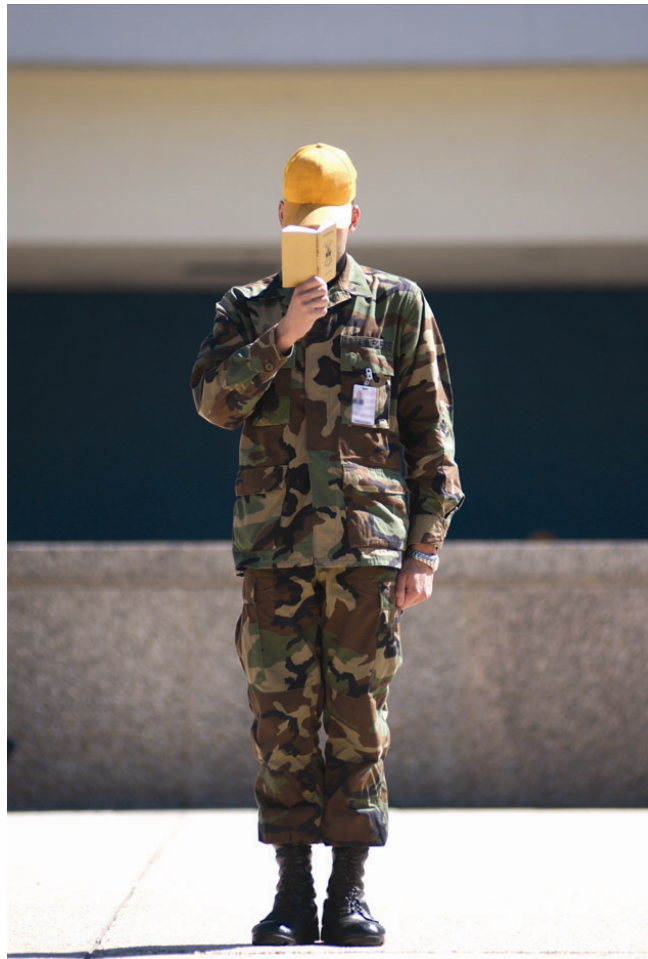
<http://www.goairforcefalcons.com/>

Official USAFA Athletics Site

## UPDATING INFORMATION

In order to better serve you and your chapter, it is essential that we have the most accurate and up-to-date address for each graduate. While this is a responsibility we would hope that graduates would take upon themselves, any accurate or source of address changes serves the good of the individual, class, and the AOG.

Changing an address is as simple as making a telephone call or updating online. If you know of someone who is moving or changing jobs, have them contact the AOG. The call can be made to 719-472-0300, sending an email to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org) or visiting the following URL: <http://www.usafa.org>.



# APPENDIX B

## FORMS AND APPLICATIONS

The following pages contain forms and applications that your chapter may find useful in the administration of your activities. If you need additional copies or information on any of these pages please call the Graduate Support Specialist at 719-472-0300 or e-mail [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org)

### SPEAKER REQUEST FORM

For all other comments or requests, please email [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org).

#### Contact Information

|                      |                      |
|----------------------|----------------------|
| First Name:          | <input type="text"/> |
| Last Name:           | <input type="text"/> |
| E-mail Address:      | <input type="text"/> |
| Area Code and Phone: | <input type="text"/> |

#### Speech Requirements

|                          |   |
|--------------------------|---|
| Requested Speaker:       | <input type="text"/>  |
| Requested Topic:         | <input type="text"/>  |
| Length of Speech:        | <input type="text"/>  |
| Type of Speech Required: | <input checked="" type="radio"/> Keynote<br><input type="radio"/> Participant<br><input type="radio"/> Other <input type="text"/> |

#### Event Information

|                     |                      |
|---------------------|----------------------|
| Date of Event:      | <input type="text"/> |
| Venue and Location: | <input type="text"/> |

Name of Event:

Audience Type:

Audience Size:

Event Registration  
Cost:

Expenses Covered?

Yes

No

Event Details/URL:

# APPENDIX C

## AOG ONLINE EVENT REGISTRATION SERVICE AGREEMENT

The Association of Graduates can provide online registration services for your event. Services include the following:

- A customizable online registration form on the AOG website linked to your event website
- AOG technical support for appropriate form modifications
- Email notification to you as attendees register
- Email notification to registrants with event details
- Secure consolidated online listing of registrants
- Processing of all credit cards
- Processing of all refunds. All credit card refunds will incur a 4% processing fee
- Note: Event On-Line Registration Service does not include the development or maintenance of your organization's webpage.

### Availability of Service

AOG ability to provide this service is limited to a certain number of events in the same time frame. To determine if the AOG can support your event, your organization must first contact the AOG Graduate Support Specialist at (719) 472-0300 or [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org). Please allow 24-48 hours for determining feasibility

### Cost of Service

The cost for this service will be 10% of the fees you are charging. In order for the AOG to process registrations for your event, the costs incurred by the AOG must be included in your prices. These costs include credit card & banking fees, man-hour expenses, postage and miscellaneous material costs. You must add 10% (rounded to the nearest dollar) to your event prices. For example: For fees amounting to \$10.00, charge \$11.00 on your registration form; the AOG will retain \$1.00. For a T-shirt priced at \$12.00, add \$1.00. For a fee of \$16.00, add \$2.00.

### Applying for Support

1. Appoint your Point-of-Contact (POC). Your organization's POC(s) is responsible for all matters related to the agreement with the AOG and registration itself – attendee list exports; nametags; etc. If you assign a cadet POC, you must also assign one Staff POC.
2. At least 30 days prior to the opening of your event registration, contact the Graduate Support Specialist at (719) 472-0300 or [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org).

### Registration Page Creation and Management

1. Once the AOG agrees to handle your event registration, complete the Event Registration Application form and email it to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org).
2. AOG technical support will make appropriate modifications to customize your registration page. Upon approval of the Event Registration Page by your POC, it will be activated the date you specify.
3. Your POC(s) will be provided a username and password to access AOG's event administrative software to run reports.

### **Payments of Funds and Fees**

The AOG will collect all funds for your event. If you choose to allow checks as registration payments, the AOG Customer Service must receive registrants' checks before the registrant can be marked "Paid."

Your POC can request that the AOG prepare checks to pay for event costs. The AOG prepares checks each Friday and your request must be received by Tuesday to be processed that week. The AOG Accounting department will review the account balance and will prepare a check up to the amount remaining in the account (less AOG fees).

At the conclusion of the event, the AOG will cut a check for the balance remaining in the account. In the end, the AOG will have paid 90% of the fees collected to your organization or your vendors and retained 10% as its fee.

### **Processing Refunds to Registrants**

Send requests for refunds to the AOG graduate support specialist. Include the exact date of the original charge, the amount to be refunded, and the name of the registrant. **DO NOT SEND THE CREDIT CARD NUMBER.** Refunds should be requested via email. All credit card refunds will incur a 4% processing fee. For Accounting questions, please contact Joyce Love, at 719-472-0300 x110.

---

Signature, Title

---

Date



**AOG EVENT REGISTRATION APPLICATION FORM**

**Please fill in the following information about your event**    **Application Date:**

|  |  |
|--|--|
| <b>Event title:</b>  |  |
| <b>Event date:</b>   |  |
| <b>Event description:</b><br>(Give event details such as time, location)                                 |  |
| <b>Registration begins (Date):</b>   |  |
| <b>Registration deadline (Date):</b>   |  |
| <b>Primary Point of Contact (POC):</b>   | Name, Rank,<br>Office Symbol /<br>Cadet Squadron:  |
|  | Phone: _____   |
|  | Cell: _____  |
|  | Email: _____   |
| <b>Secondary Point of Contact:</b><br>(If the above is a cadet, you must provide a<br>staff POC as well) | Name, Rank,<br>Office Symbol /<br>Cadet Squadron:  |
|  | Phone: _____   |
|  | Cell: _____  |
|  | Email: _____   |
| <b>Prices:</b>   | Price of Registration<br><br>+ 10% SERVICE fee<br><br>= Total Price in On-Line Registration Form |
| <b>AOG Information</b><br><b>IATS #:</b><br><b>Close Date of IATS#:</b>                                  |  |

\_\_\_\_\_ requests that the AOG provide on-line registration services for the event described above.  
(Organization name)

We have read the AOG agreement and agree to its terms.

\_\_\_\_\_

\_\_\_\_\_

Signature, Title

Date

**Please fill in the following information about your event**    Application Date:

|   |  |
|---|--|
| <b>Event title:</b>   |  |
| <b>Event date:</b>  |  |
| <b>Event description:</b><br>(Give event details such as time, location)                              |  |
| <b>Registration begins (Date):</b>  |  |
| <b>Registration deadline (Date):</b>  |  |
| <b>Primary Point of Contact (POC):</b>  | Name, Rank,<br>Office Symbol /<br>Cadet Squadron:<br><br>Phone: _____<br><br>Cell: _____<br><br>Email: _____ |
| <b>Secondary Point of Contact:</b><br>(If the above is a cadet, you must provide a staff POC as well) | Name, Rank,<br>Office Symbol /<br>Cadet Squadron:<br><br>Phone: _____<br><br>Cell: _____<br><br>Email: _____ |

**On the fields below, check the box to indicate "YES", and leave blank to indicate "NO"**

|  |   |
|--|---|
| <b>Allow guests:</b><br>(This option allows registrants to specify the number and the names of additional attendees) | <input type="checkbox"/>  |
| <b>What information do you want to gather from the registrants:</b>  | <input type="checkbox"/> Title<br><input type="checkbox"/> Name |

|  |  |
|--|--|
|  | <input type="checkbox"/> Address <input type="checkbox"/> Require Address<br><input type="checkbox"/> Class year<br><input type="checkbox"/> Phone <input type="checkbox"/> Require Phone<br><input type="checkbox"/> Email <input type="checkbox"/> Require Email<br><input type="checkbox"/> Additional comments |
| <b>Please list any custom fields you will need:</b><br>(If you want to get additional information, such as institution, food allergies, golf team names, etc.) |  |
| <b>Allow payment by check:</b><br>(In addition to credit card)   | <input type="checkbox"/>   |
| <b>Send confirmation email to registrant:</b><br>(Upon registering, the system can send an automated email detailing registration information)                 | <input type="checkbox"/>   |
| <b>Send email to event coordinator(s):</b>   | <input type="checkbox"/> Primary POC<br><input type="checkbox"/> Secondary POC   |
| <b>Enable public attendance list:</b><br>(Only shows registrants, not guests)  | <input type="checkbox"/>   |
| <b>Additional Information to include on Thank-You Page (Optional):</b>   |  |

**Event Options and Prices**

Event options allow the registrant to choose their level of participation by entering a number to indicate the number of attendees. Event options can be as simple as a “Registration Fee” and a single price, or you can have your event broken down into smaller options, such as “Conference Only”, “Dinner”, or “Golf” all with their own prices. Add 10% to your event price(s) to cover AOG fees.

Please list the event options below

| Title | Description (Optional) | Price | + 10% SERVICE Fee | = Total Cost to Display in On-Line Registration Form | Check Below to Automatically Fill Quantity<br>(Based on number of guests plus the registrant) |
|-------|------------------------|-------|-------------------|--|---|
|       |                        |       |                   |  | <input type="checkbox"/>  |
|       |                        |       |                   |  | <input type="checkbox"/>  |
|       |                        |       |                   |  | <input type="checkbox"/>  |

|  |  |  |  |  |                          |
|--|--|--|--|--|--------------------------|
|  |  |  |  |  | <input type="checkbox"/> |
|  |  |  |  |  | <input type="checkbox"/> |
|  |  |  |  |  | <input type="checkbox"/> |
|  |  |  |  |  | <input type="checkbox"/> |
|  |  |  |  |  | <input type="checkbox"/> |

**Additional Information**

Email this form to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org) .

If you wish to have a logo on the registration page, please provide one in your email.

Your organization's mailing address to send check for registration fees:

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

## AOG TAILGATE AT NAVY - ANNAPOLIS

September 29, 2007



### AOG Tailgate at Navy September 29th, 2007

Join the AOG and MOAA as we gather Air Force fans from around the country to cheer the Falcons to a much-awaited victory over Navy.

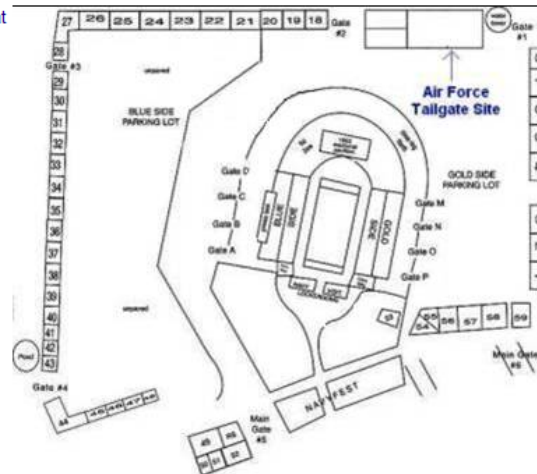
Time: 10:00 AM - 12:30 PM Eastern Time  
Catered By: Bayside BBQ  
Entertainment: DJ; Giveaways; Planning underway for appearance by Cheerleaders and Falconers (Live mascot and handlers)  
Location: Base of the Water Tower, Navy-Marine Corps Stadium

Questions about the tailgate should be directed to Raz Krug at (719) 472-0300 X104 or [Raz\\_Krug@aogusafa.org](mailto:Raz_Krug@aogusafa.org).

Tailgate Ticket only includes Tailgate entry  
No Refunds

Last Day to Register: September 26, 2007

[View attendance list](#)



**Registrant** - Please fill in your information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Email:

*This email address will be used to send a confirmation email.*

**Guests** - Tell us about any guests who will be accompanying you

Number of Guests:

*By entering a number and clicking the button, you will then be able to enter your guests names.*

**Options** - Indicate number of attendees or quantity below

| Quantity                 | Price   | Description                                     | Date    |
|--------------------------|---------|---|---------|
| <b>Ticket Types</b>      |         |   |         |
| <input type="checkbox"/> | \$25.00 | Adult Ticket<br>Adult Ticket for Ages 12 and Up | 9/29/07 |
| <input type="checkbox"/> | \$13.00 | Youth Ticket<br>Ages 4 - 11                     | 9/29/07 |
| <input type="checkbox"/> | \$0.00  | Child Ticket<br>Ages 0 - 3                      | 9/29/07 |

**Payment** - Specify a payment method and provide your payment information

**Payment Method**

Pay By:  Credit Card

**Credit Card Information**

Credit Card Type:  Visa  
 MasterCard  
 Discover  
 American Express

First Name:

Last Name:

Card Number:

*Enter numbers only (no dashes or spaces)*

Expiration Date:  /   
*Month / Year*

**Billing Address (if differs from above)**

Street Address:

City:

State:

Zip:

**Verify Registration** - After clicking the button below, you will be asked to review your registration info

Continue



# APPENDIX D

## SAMPLE QUESTIONNAIRE TO GAIN INTEREST FOR CHAPTER BY EMAIL

Dear fellow Graduates & Alumni,

I am interested in starting up a chapter for the Air Force Academy in our area. I feel it is important to network with one another and stay connected to our alma mater.

I hope that you can please take a few moments so that I may gauge the interest in our area. Simply reply to this email with your answers.

Thank you in advance for your consideration of a chapter in our area!

Are you interested in joining a Chapter of Air Force Academy in (state/city)

Yes

No\*

*\*If you answered no, you do not need to fill out the remainder of this questionnaire but I am interested in getting a poll of interest or non interest.*

If you answered yes, would you be willing to be on the Board of the Chapter

Yes

No

How often would you be willing to attend an event?

1-2 times a year

3-4 times a year

rarely and as my schedule would allow

What types of events would you be willing to attend?

Networking Only

Official Dinners such as Founder's Day

Guest Speakers

Cadets send offs

# APPENDIX E

## SAMPLE EVENT TIMELINE FOR EVENING CHAPTER MEETING

This sample was provided to us by “Wild Bill” Stealey, '70.

**1800-1845:** Social with drinks and munchies, exchange of business cards and contact information.

**1845:** Gather formally for presentations.

**1845-1900:** General announcement and promotion for next events.

**1900-1915:** Public announcements from the general membership, introduction of new members.

**1915-1945:** Keynote business presentation.

**1945-2000:** Question and answer session.

**2000:** Closing remarks.

**2015:** Meeting ends.

\*This serves as only a sample. Each region, area, and membership demographics help in determining what makes a successful networking meeting. For additional tips and resources, contact us at [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org)