



Air Force Security Forces Association Chapter of the Year Nomination

Guidelines

Each year, chapters in good standing may compete to be recognized for outstanding contribution to the Air Force Security Forces Association (AFSFA), the Security Forces Foundation, its membership and the active duty, air reserve or air guard force. One established chapter will be recognized as "Chapter of the Year" and the next finishing chapter as "Runner-Up".

Chapter chairpersons complete the nomination form with as much detail as space permits. Where additional space is required, two (2) additional double sided typed continuation pages (10-12 font size) may be submitted so long as the addendum clearly ties to the subject being addressed. All photographs must have captions and the photos can be no larger than ¼ of the page. Total nomination package (nomination form, newsletters, photos, screen shots, articles & minutes) may NOT exceed 20 double- sided or 40 single-sided pages.

Chapter chairpersons submit the nomination package (with attachments) electronically to the AFSFA Executive Director at jprobst@msn.com.

The AFSFA Awards Committee will evaluate nominated chapters against the relevant criteria based on a point scored system and will recommend a winner and "First Runner-Up" to the AFSFA Board of Directors at the annual meeting of the Board of Directors.

Chapter of the Year winners and First Runner-Up will be announced at the AFSFA Annual Meeting Banquet.

The Chapter of the Year competition period is 1 July to 30 June, the following year, annually. The deadline for submission of the nomination package to the AFSFA Executive Director is 31 July of that following year. Late submissions cannot be accepted.

Nomination - Chapter Chairperson Certification

Chapter Name

Region

Chapter Charter Date

Total Number of AFSFA Members in Chapter

I certify all information provided in this nomination is accurate and correct to the best of my knowledge.

Typed Chairperson Name

Signature

Date



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Summary of Chapter Activity

Chapter Membership:

# of AFSFA members – Beginning of period	# New AFSFA Members recruited	# of AFSFA members – End of Period

List Chapter Officers:

Chapter Officer	Office Held	Year Officer Assumed Role

Number of Executive Board Meetings held Past 12 months: _____

Date	Names of Officers Attending	# Guest Attending

Number of Chapter Meetings Held Past 12 months: _____ (Attach copies of minutes from 3 non-consecutive meetings. One must be the annual chapter meeting with elections and one must be an Executive Meeting. Minutes may be condensed versions to save space.)

Date	# AFSFA Members Attending	# Guests Attending	Guest Speaker

Please indicate any special programs in support of Defenders (i.e., post checks, deployment farewell, end of deployment welcome home, retiree events, fund raisers etc.)

Date	Activity	# AFSFA Members Supporting Event	Guests Attending	Cost of Event	Media Coverage*

***Note:** Please include copy of newspaper article/new release (if available). Only include one photo of an event (if included) and saved in low resolution.



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Articles/stories submitted to AFSFA for SF Magazine (attach copies of articles submitted).

Date	Type of Submission	Date	Type of Submission

Does the chapter participate in Community Service Projects? If so, please provide details below.

Date	Activity	# of AFSFA Members Participating

***Note:** Please include copy of newspaper article/new release (if available). Only include one photo of an event (if included) and saved in low resolution.

Number of newsletters or bulletins produced: _____
(Please attach copies of two non-consecutive publications)

Does the chapter have a website, Facebook or Twitter page? _____Yes _____ No

Provide web address: _____

Please attach screen shot of 2 non-consecutive postings website home page, Facebook or Twitter page.

Does the chapter hold annual elections? _____ YES _____ NO

Has the chapter help build a new chapter? If so what chapter and where: _____

Has the chapter made any other charitable contributions to organizations outside AFSFA or Vietnam Security Police Association (VSPA) (i.e., American Legion, VFW, Vietnam Veterans of America, etc., National Law Enforcement Officer’s Memorial, etc.)? _____ YES _____ NO
If “Yes”, please include dates and amounts below

Date	Organization	Amount	Project

Any Other Information you would like the committee to consider...