



UNITED STATES
**AIR FORCE
ACADEMY**

Parent Group Infrastructure

Dates: 2021 Sept 1
& 2021 Sept 2

- Tammie Quest
 - Georgia Parents Club

- Mark Hamilton
 - Inland Empire Association
 - Virtual Parents Club

- Download of forms available on VPC site
 - New President Form USAFA
 - Agenda
 - Minutes
 - Bylaws
 - 501 docs
 - Robert's Rules cheat sheet
- Option to use USB thumb drive
- Potential local clubs for VPC members

Why do we have USAFA parent groups?

- Why are we all here?
- Discussion

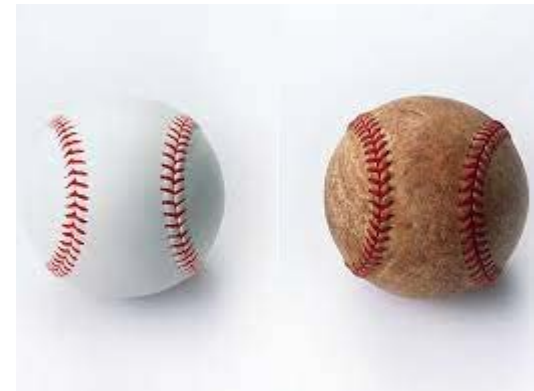


Clubs/Associations - Purpose and Basics

- Each club runs independently of each other and the Academy
- Provides support, information, and reassurance for parents
- Sends care packages within USAFA guidelines
- Appointee welcome events
- Host member events locally and at Academy
- Supports local/regional legislators on Academy days
- Support military balls
- Raise money for Cadet morale activities, Academy, Spirit Missions
- Fundraise for Club

Does your club already exist or is it new?

- Your club also may be new and needs the basics to get started
- Your club may already exist with a process of elections and board meetings already established
- You might want 501(c)(3) status



Get registered with USAFA Parent Liaison

- Complete new president form with a summary of your club and president's name and information
 - Registration ensures that you will be kept up to date of USAFA news important for you and your club members
- Timing of registration
 - For new clubs - upon formation of club
 - For existing clubs - upon transition from prior Club President

Registration Form

New Parents' Club President Information Form

In order to keep the Parents' Clubs files and mailing list current, it is critical that I receive this form from each club when a NEW PRESIDENT is elected. The new president should fill out the information below and return it to me.

club title	<input type="text" value="USAFA Parents' Association of the Inland Empire, CA"/>		
number of members	<input type="text" value="Approximately 90 - 55 families current - 2 in prep - 34 grad"/>		
website (if applicable)	<input type="text" value="http://www.inlandempire.afaparents.org/"/>		
dates covered	<input type="text" value="10/28/2020 to 10/28/2021"/>		
new president's name	<input type="text" value="Mark Hamilton"/>		
nickname?	<input type="text"/>		
address	<input type="text" value="10 Marchin Drive, Coto de Caza, CA 92679"/>		
home phone number	<input type="text"/>	office phone number	<input type="text"/>
cell phone number	<input type="text" value="949-705-7387"/>	fax number	<input type="text"/>
email address	<input type="text" value="mthamilton7@gmail.com"/>		
name of past president	<input type="text" value="Ray Nunez"/>		
activities held during the year	<input type="text" value="Packing parties - assist with California Dreamin' night - new parent orientation/guidance - send off - recognition - academy nights (congressional)"/>		
your cadet's name and class year	<input type="text" value="Matthew R. Hamilton 2023"/>		
are there any USAFA or other military academy grads in your family?	<input type="text" value="No"/>		
please tell me about you and your family:	<input type="text" value="I am a retired Newport Beach (CA) police sergeant (30 years) and also was an instructor at the police academy. I am married to my wife Patty and we have 4 children (31, 28, 25, 21). I have been involved with the OCPA and recently with the USAFA Parent Ambassador's program. I want to help and be a part of the great USAFA traditions!"/>		

How “formal” do you need to be?

- As formal or informal as you wish
- No requirement for bylaws or a board
- Discussion



Advantages of Formality

- Creates a sense of structure and organization
 - Ultimately less intimidating
- Helps the next group know the “ropes”
- Creates traditions and expectations for those who serve
- Sense of pride to “pay it forward”



Do you want formality?



Create Bylaws

- Create (boilerplates available) a set of bylaws that describes the rules/requirements of the board and members
- Sets requirements for voting on important issues
- Provide job descriptions for the board members



Forming a board of directors

- Typical positions
 - President
 - Preside at all meetings of the General Membership and the executive board
 - Act as organization's rep for USAFA functions
 - Vice-president
 - Act on behalf of president in his/her absence
 - Secretary
 - Treasurer
- Recommended additional positions
 - At - large
 - Sub committee
 - Spirit committee
 - Social Chair
 - Merchandise/Sales
 - Class Representatives

Board terms

- Suggested term is one year from May 1 to April 30
 - Board members are encouraged to continue in their current capacity if they are not Firstie families
 - Some clubs have earlier transitions (e.g. January/Feb) as not to have transition around new appointee activities
- This allows Firstie family board members to phase out and focus on enjoying graduation events
- All parents are encouraged to apply for board positions

Board Meetings

- Determine how frequently you will meet
 - Monthly ?
- Determine how you will meet
 - Phone only Conference calls (e.g. www.freeconferencecall.com)
 - Zoom or other videoconferencing service
 - For Not for Profit - Google Workspace (monthly fee)
 - Need Zoom subscription for longer meetings



Board meeting agenda

- Create an agenda prior to the meeting and furnish it at least a day prior
 - If there are motions to be voted on, suggest sending out the agenda out with sufficient time to allow board members ample time to review
- Stick to the agenda during the meeting
- Use “Roberts rules of order” to keep meeting organized
 - Call to order
 - Identify members present
 - Ensure quorum is available
 - Approve official motions
 - Approve payments, money transfer if applicable
 - Set action items for upcoming activities, next meeting
 - Set dates/change dates
 - Ensure meeting minutes are kept and promptly disseminated

- Club Email
 - Determine who will check and respond
 - Suggest never deleting anything
- File Storage
 - Use Cloud based platform (Google, Dropbox etc)
 - All things “Club” - no reinventing the wheel
 - Allows for Standard Operating Procedures to be kept
- Club Accounts and Passwords
 - Keep master password protected file with all accounts and passwords (e.g. PayPal, email, cloud storage, SignupGenius, etc)
- Club Address
 - Does it change? Stay the same?

Club Management

Membership

- **Membership Roster**
 - Need method to track all families, dues status, members/non-members
 - Need to keep it updated (becomes very important when you do member only events)
- **Membership Renewals**
 - Someone needs to keep track accurately



Club Management

- 501c3 Insurance of Officers
 - Directors and Officers Insurance
- Requires that the Club have enough revenue/events to feel as though it is warranted



■ Pros

- Formalizes the Club
- Tax-exempt status (sales tax)
- Protections for the Board
- Can accept donations (e.g. military balls)

■ Cons

- Paperwork
- Expense
- Filing of taxes



- How many here manage their own club sites?
- Discussion



Create and manage website

- Simpler than you think
- AOG can help you!
- Publish commonly needed information and resources on home page
- Can be critical in your financial management (your Club Store)



AOG hosted website example

USAFA VIRTUAL PARENTS CLUB

[Home](#) [General Info](#) [Links](#) [USAFA Parents Portal](#) [AOG Parent Portal](#)

UNITED STATES AIR FORCE ACADEMY VIRTUAL PARENTS CLUB

Don't be tricked by the club name! Believe it or not - many parents of USAFA cadets are busy raising other children, have careers, reside in remote areas, don't follow social media, or frankly - just can't find the time to meet other USAFA parents close to where they live. The goal of this club is to offer a virtual gathering place as well as an information distribution site for parents who are unable to participate in a traditional "meet in person" association or club.

If you can't find an answer to a question... click on either of the links directly below - and save them on every device you have!

[2020 Cadet Handbook](#)

[Everything a USAFA Parent Needs to Know](#)

[Frequently Asked Questions](#)




AOG hosted website links


USAFA VIRTUAL PARENTS CLUB

[Home](#) [General Info](#) [Links](#) [USAFA Parents Portal](#) [AOG Parent Portal](#)

USAFA Parent Liaison Facebook Page


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 [USAFAPS_2020_2021_calendar.pdf](#)
[Download File](#)

 [parent_guide_2020_2021.pdf](#)
[Download File](#)

 [usafaps_reporting-instructions.pdf](#)
[Download File](#)

 [important-dates-as-of-23-feb-21.pdf](#)
[Download File](#)

 [2025-appointee-handbook.pdf](#)
[Download File](#)

Important Links for Parents and Cadets:

[U.S. Air Force Academy](#)

[WebGuy](#)

[U.S. Air Force Academy Association of Graduates](#)

[Official Home Page of the United States Air Force](#)

[Academy Parents Portal](#)

[SOCIAL MEDIA](#)

Facebook [WebGuy Facebook Page](#)

Facebook <https://www.facebook.com/USAFAOfficial>

Facebook - [Joint Services Academy Page](#)

YouTube <http://www.youtube.com/USAFAOfficial>

Twitter https://twitter.com/AF_Academy

Flickr <http://www.flickr.com/groups/airforceacademy/>

Flickr Cadet Media: www.flickr.com/photos/131708601@N03/

[Athletics](#)



Social media

- Can be a good source of communication for members, prospective members
- If Clubs want to have a social media presence, have an administrator who will routinely post to the site, manage/review posts from members
- Clubs represent USAFA
 - Be mindful of what is posted on Club Social Media Sites.
 - Be aware of privacy issues concerning Cadet/Officer status



Member Meetings/Events



Host regular member meetings

- Create an annual calendar of events to post (example available)
- Local member's home or in comfortable setting with restrooms and ample parking
- Consider "fun" themes like aloha night, chili cook off, etc.
- Overall goals are to meet, inform, socialize, chat, and have fun together!
- Additional goal is to identify members who are active and recruitable for future leadership or board positions.

Packing Parties



Packing party

- If you have membership dues this should be part of what is included - especially boxes and postage
 - Have each member bring enough “packable” food, etc. to fit in a priority USPS box
 - USPS provides priority boxes for free
- If you don’t have membership dues, you can meet and each parent brings box, you share the items to pack, and each parent mails on their own.
- Be aware of USAFA-Post Office limitations on receiving packages during certain times of the year

Succession planning

- Have board elections early in the year (February)
- Encourage outgoing members to seek a replacement early in the planning process
 - Invite the potential replacement to attend meetings before the board elections to understand the job requirement
- Current board members **MUST** mentor their replacements
 - This encourages trust and confidence in the process and duties
 - There should be a transition meeting with the old and new board members.
 - For positions involving financial transactions, ensure compliance with bank regulations during the transition.
 - Treasurer should contact bank to request transfer requirements

Appointee identification and contact

- Initial concentration on welcoming new members comes via coordination with the USAFA liaison
 - USAFA liaison will continually send out contact information on new members once Appointee has approved release of personal information.
- Sort the excel spreadsheet and identify new appointees in your geographical area
- Reach out quickly to the parents to invite them to join your club
 - Suggest the parents attend an event held by your club
- Start a contacts lists or add to your current one to keep track of parent emails

New appointee welcome event



New Appointee Events

- Excellent way to welcome and recruit new member families
- Recruit speakers (graduates and current cadets are great!)
- Current members and their Cadets can share personal stories
 - I-Day
 - Basic Cadet Training
 - March to/from Jack's
 - A-Day
 - Family Weekend

Information to provide new families

- Find a way to cordially explain that their cadet is joining a military institution with a long history of tradition that civilians may not understand
- The physical and mental strain is extreme compared to nearly all other college experiences
- Explain what the reason for this is
- Do not have the right to directly contact your cadet's chain of command absent extenuating circumstances - his or her lack of sleep isn't one of them!
- Attend every event you can

Networking and new membership



Networking/recruiting opportunities

- Work with ALOs to volunteer at the following events to help recruit prospective families:
 - Official USAFA events
 - Academy nights sponsored by local politicians
 - Local Congressmen/Congresswomen
 - Senators
 - High school college nights
- All Academy Ball
 - Families attend the event that are not part of an organized Club
- Proudly wear your USAFA gear!

Common problems and solutions

FOR DISCUSSION

- **Membership retention**
 - Low conversion rates after identification of Doolie families
 - Solution: Discussion
 - Families dropping out of Club
 - Solution: Discussion
- **Social events have low attendance**
 - Solution: Discussion
- **Difficult to recruit new board members, volunteers**
 - Solution: Discussion
- **Board members are not working toward expectations**



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