



# Handbook for Affinity Groups







# Affinity Group Membership

Membership of affinity groups must primarily consist of alumni who are AOG members.

## **Affinity groups will generally fall into three categories:**

1. **Identity-Based**—i.e., Way of Life, The Blue Alliance, Academy Women
2. **Interest/Career-Based**—i.e., a rated group, engineers, small business owners, entrepreneurs, etc.
3. **Cadet Experience-Based**—i.e., Drum and Bugle alumni, Honor Guard alumni, Wings of Blue alumni, other sport/club team alumni.

Affinity groups can have one of two leadership structures: an Executive Board or a Leadership Team.

1. The **Executive Board** structure is used for groups that desire a traditional leadership structure with a chair or president who leads a board of officers who carry out the work of the group (sample on page 9).
2. The **Leadership Team** structure is used for groups who desire a more flexible leadership structure. There may be co-chairs who organize a team to complete the work. Rather than specific, prescribed roles, each member of the leadership team takes on responsibilities as needed (sample on page 10).

## **Support to establish an affinity group**

Upon receipt of the Request for Data Extract Form, the AOG will:

1. Send emails to graduates who fall into the constituency of the affinity group, directing them to the affinity group website or email account.
2. Send a survey to the targeted audience to help identify key methods of leadership, communication, and possible events.

## **To be granted affinity group status, the organizers must:**

1. Demonstrate the group is primarily made up of a definable/identifiable subset of Air Force Academy alumni.
2. Demonstrate the group's goals are wholly consistent with the mission, goals and objectives of USAFA and the AOG.
3. Demonstrate there are sufficient interested participants to support group activities by:
  - a. Providing names and contact information for affinity group officers.
  - b. Providing a list of names, contact information and signatures of at least 10 alumni.
4. Create a charter for the organization consistent with the charter template provided by the AOG. The group charter must be approved by the AOG.

## **Support to existing Affinity Groups**

The AOG will provide the following basic support:

1. When requested, send an e-mail announcement to graduates who fall into the constituency of the affinity group.
2. Provide webpage hosting on the AOG website so each group can have simple access to their own website.
3. Provide a Forum on the AOG website for affinity group discussions.

## **Updating Addresses**

In order to better serve you and your affinity group, it is essential that we have the most accurate and up-to-date address for each graduate. Please provide any updated information that you may have on your group members to the AOG.

Changing an address is as simple as making a telephone call or updating information online. If you know of someone who is moving or changing jobs, encourage them to contact the AOG at 719-472-0300, [affinity.support@aogusafa.org](mailto:affinity.support@aogusafa.org) or visit [usafa.org](http://usafa.org).

## How do I start a new group and achieve affinity group status?

1. Develop a charter (see page 9 for sample charter documents).
2. Request the AOG send an e-mail to your target audience to direct to your website.
3. Collect data via an online survey to gauge interest of the targeted audience.
4. Choose a leadership structure. Either elect officers to your group positions in accordance with Executive Board procedures, or identify co-chairs and leadership team in accordance with a Leadership Team structure.
5. Submit the application package to the Association of Graduates, to include:
  - Application for Affinity Group Status (page 7).
  - Charter (sample on page 9).
  - Names and contact information for affinity group officers or leadership team.
  - Group contact information, including: name, email address, and signatures of at least 10 alumni.
  - Request for Data Extract Form (page 11).

### Approval Process

Upon receipt of the items above, the Alumni Affairs staff will submit to the President and CEO of the AOG, who will review the application and approve or deny affinity group status.

## How to add affiliate members to your affinity group?

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 diverse group of people who have feelings of respect and affection for the Academy, but who are not otherwise eligible to belong to the AOG as Graduate Members.

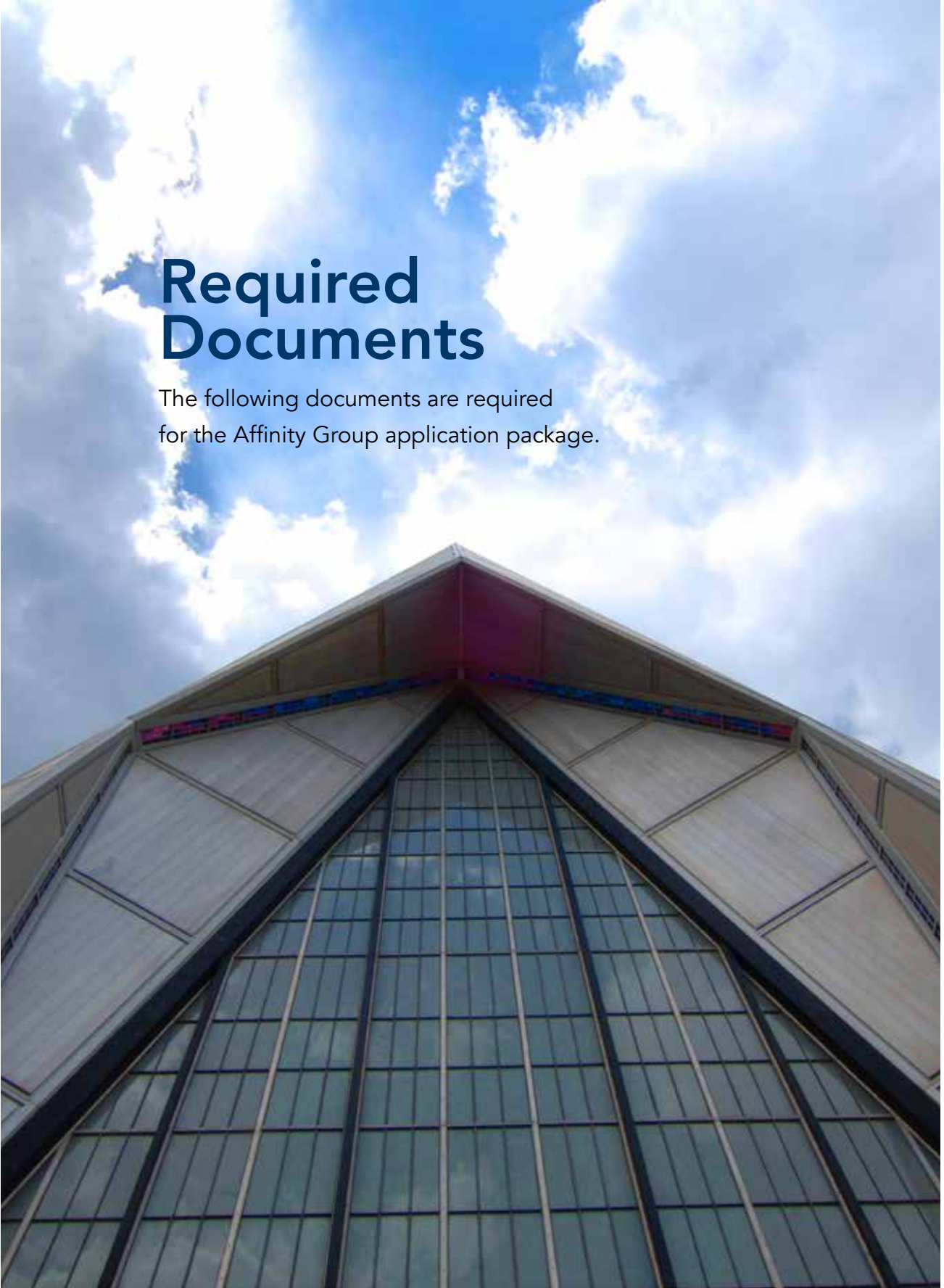
Interested people may become affiliate members of the AOG by completing an application online at [www.usafa.org/membership](http://www.usafa.org/membership) and receiving approval from the Vice President of Alumni Affairs.

When the membership fee is received, applicants will be enrolled as affiliate members and are then eligible to become members of AOG Affinity Groups. No more than 20% of an Affinity Group should be comprised of Affililate Members.

## Required Annual Report of Affinity Group Membership

Please provide the an affinity group membership report each year to include the following information:

- List of Current Members
  - Graduation Year (or designation as an Affiliate Member)
  - Current State
  - Email Address, if available
- Annual list of proposed Affinity Group Activities/Events
  - Location of Event
  - Number of Graduates in attendance (expected/goal)
- Current Affinity Group Officer or Co-Chair Contact Information
- Website or Social Media Page link
- Meeting minutes



# Required Documents

The following documents are required for the Affinity Group application package.

## Application For Affinity Group Status

As president or co-chair of the \_\_\_\_\_, I hereby submit my organization for consideration by the Association of Graduates for **Affinity Group Status**.

1. I have attached my organization's formal Charter for review by the Association's President and CEO.
2. I understand that, if requested, I will provide additional information to the AOG.
3. I understand that my organization must complete an Affinity Group Membership Report, Charter and Request for Data Extract each subsequent year.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Sample Charter For Executive Board Structure

Date: 1 Aug 2015

\_\_\_\_\_ Affinity Group of The USAFA Association of Graduates

## ARTICLE I – NAME

The name shall be the \_\_\_\_\_ Affinity Group of the United States Air Force Academy Association of Graduates.

## ARTICLE II – PURPOSE

The affinity group shall be formed with the purpose of \_\_\_\_\_.

## ARTICLE III – MEMBERSHIP

Membership in the affinity group shall be voluntary and restricted to graduates of the United States Air Force Academy who \_\_\_\_\_.

## ARTICLE IV – DUES *(Optional)*

Membership dues shall be \$\_\_\_\_.00 per calendar year. Failure to pay dues will result in termination of membership.

## ARTICLE V – OFFICERS

Officers of the Affinity Group must include President, Vice President, Secretary, and Treasurer, each with a term of \_\_\_ year(s). Officers will be voted upon at each Annual Meeting. If an officer position becomes available due to death, resignation, or recall, the remaining officers may appoint someone to fill the position until the next Annual Meeting.

*Note: -Other officers may be elected and responsibilities outlined as desired by the group.*

- The President will normally preside over all events sponsored by the Affinity Group and shall be a member of its Board of Directors if established.*
- The Vice President shall have such powers and duties as prescribed by the President and shall discharge the duties of President in his/her absence.*
- The Secretary shall be responsible for keeping the records of the organization, preparing reports, conducting the correspondence, maintaining a membership roster, and publishing such items as directed by the President.*
- The Treasurer shall be the custodian of all organizational funds and shall disburse funds to defray the expenses authorized by the organization, report the status of funds at each regularly scheduled meeting, and present an annual financial report at the Annual Meeting.*

## ARTICLE VI – MEETINGS

The Annual Business Meeting should be held in the fourth quarter of the calendar year for the purpose of electing new officers for the upcoming year and conducting other business. (It is highly recommended to have at least quarterly business meetings.)

## ARTICLE VII – COMMITTEES

Committees may be formed at any time at the direction of a group officer.

## ARTICLE VIII – AMENDMENTS

Amendments or changes to this charter may be made at any meeting of the Affinity Group by a two-thirds vote of those present or represented by a proxy.

## ARTICLE IX – DISSOLUTION

If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations. Assets in excess of obligations shall be distributed as directed by majority vote of the membership with consideration given to a donation to the national AOG.



# Sample Charter For Leadership Team Structure

Date: 1 Aug 2015

\_\_\_\_\_ Affinity Group of The USAFA Association of Graduates

## ARTICLE I – NAME

The name shall be the \_\_\_\_\_ Affinity Group of the United States Air Force Academy Association of Graduates.

## ARTICLE II – PURPOSE

The affinity group shall be formed with the purpose of \_\_\_\_\_.

## ARTICLE III – MEMBERSHIP

Membership in the affinity group shall be voluntary and restricted to graduates of the United States Air Force Academy who \_\_\_\_\_.

## ARTICLE IV – DUES *(Optional)*

Membership dues shall be \$\_\_\_\_.00 per calendar year. Failure to pay dues will result in termination of membership.

## ARTICLE V – CO-CHAIRS

The Lead Co-Chair is responsible for leadership within the organization, including convening and presiding over board meetings. The other co-chairs are responsible for coordinating group committees, determining a calendar of events, overseeing financial matters and assuming the role of the lead Chair when needed.

Remaining members of the team shall assume all responsibilities not covered by the chairs, including serving as individual committee chairs and members, recruiting new group members, and other tasks as determined by the co-chairs.

## ARTICLE VI – MEETINGS

The Annual Business Meeting should be held in the fourth quarter of the calendar year for the purpose of electing new leadership chairs for the upcoming year and conducting other business. (It is highly recommended to have at least quarterly business meetings.)

## ARTICLE VII – COMMITTEES

Committees may be formed at any time at the direction of any co-chair.

## ARTICLE VIII – AMENDMENTS

Amendments or changes to this charter may be made at any meeting of the Affinity Group by a two-thirds vote of those present or represented by a proxy.

## ARTICLE IX – DISSOLUTION

If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations. Assets in excess of obligations shall be distributed as directed by majority vote of the membership with consideration given to a donation to the national AOG.

## Affinity Group Request For Database

Request is hereby made for certain contact information for graduates of the United States Air Force Academy and/or members of the Association of Graduates.

**Applicable data elements** *(telephone numbers will not be provided without justification and specification of use):*

- Addressee *(Title, First, MI, Last, Suffix)*       Preferred mailing address *(Street, City, State, Zip, Country)*  
 Preferred Email Address       Class Year       Gender

**Include Records for the Following** *(check all that apply):*

- Graduates     Parents     Friends     Class(es) of  
 Gender     Affinity Category:

**Residing in** *(check one):*

- World-Wide     Nation-Wide     State(s) \_\_\_\_\_  Zip Codes: \_\_\_\_\_

I intend to use this list for the following purpose(s): \_\_\_\_\_

This request is made in good faith. The records requested are directly connected to the purpose stated above and are in support of the mission of the AOG. The requested information will not be used for any prohibited purpose under Colorado law, including, but not limited to, commercial gain or resale. I acknowledge that the information provided impacts the privacy interests of other graduates and/or AOG members, and will abide by all AOG privacy standards, a copy of which may be viewed on the AOG website at [www.usafa.org](http://www.usafa.org). I will treat the information provided to me as confidential and will not further distribute the list without the written permission of the AOG.

I understand the data will be provided in an Excel spreadsheet format containing the requested fields and will be provided to me via email.

I certify that I am currently:  an AOG member in good standing, and have been so for at least three months preceding this request *OR*  
 an official of the requesting agency: \_\_\_\_\_

**Please send the list to:**

Print Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

*(Request must be signed)*

Submit to: **Fax:** (719) 333-4194  
**Email:** [affinity.support@aogusafa.org](mailto:affinity.support@aogusafa.org)  
**Mail:** AOG, 3116 Academy Drive, USAFA, CO 80840-4475

*Note: Although the AOG seeks to support affinity groups, it will also protect its members from unwarranted, unnecessary and/or unwanted solicitations or junk mail. Therefore, permission to use AOG information to contact members may only be done for the requested purpose.*