



# CHAPTER GUIDE

## DISTINGUISHED CHAPTER AWARD & GUIDE

---

*Distinguished Chapters are chapters which have made a significant contribution through service and networking efforts, and are being recognized for their support to graduates, the United States Air Force Academy and their local community.*

---

### The Distinguished Chapter Award

This award recognizes USAFA AOG chapters whose activities and programs serve to enhance and support their local communities and the Air Force Academy family.

Determination of eligibility is based on a simple system whereby chapters receive points for various activities and programs.

As 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 award. All chapters that attain the minimum point level required will receive it. There is no limitation on the number of times the award can be won.

Activity points for the award are accumulated during the calendar year (January 1-December 31). Chapter must complete and submit the [Distinguished Chapter Application](#) by January 31 (i.e. if your chapter is applying for 2021, application must be submitted by January 31, 2022.) Application can be save and edited throughout the year. Official notification of award will take place in February and will be formally presented at the USAFA AOG Chapter Presidents Conference, which is held annually each fall.

The award provides winning chapters the following benefits: \*

- Distinguished Chapter Award acknowledgment on the AOG Chapter webpage.
- Distinguished Chapter Flag which is kept by the Chapter.
- Up to \$500 credit for travel for the Distinguished Chapter president (or their representative) to attend the USAFA AOG Chapter Presidents Conference.
- \$250 towards the chapter's Founders Day event.
- \$300 worth of AOG merchandise for giveaways or to use at Chapter events.

\*Subject to future change based on approved AOG budget



# CHAPTER GUIDE

## HOW TO BECOME A DISTINGUISHED CHAPTER

To be eligible for the Distinguished Chapter Award, a chapter must complete/accomplish each of the five essential activities:

1. Have a Founders Day Celebration.
2. Have at least one service-related project or event.
3. Send a representative to the Chapter Presidents Conference & submit a report to chapter leader and/or membership following the conference.
4. Accumulate at least 150 points for engagement/outreach efforts.
5. Submit a list of proposed activities/events for the upcoming year.

In addition to the five essential activities, a chapter must complete enough events/activities to accumulate at least 2,000 points.

## AWARD POINTS CRITERIA

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

1. 5 Essential Activities
2. Engagement/Outreach
3. USAFA and AOG Support
4. Chapter Information

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

## ESSENTIAL ACTIVITIES

1. **Host or Co-host a Founders Day Event.** In order to qualify, the event must take place between 1 March and 30 June. Event must celebrate USAFA Founders Day; however, the celebration can take many forms such as a formal dinner, family picnic, bowling night, etc.

### POINTS: 150

2. **Complete/host at least one service-related activity or event.** This requirement must be met every year. Activity or event should include more than one member from the chapter. Exceptions will be made on a case-by-case basis. Project may be done in collaboration with other groups (this



# CHAPTER GUIDE

includes, but is not limited to, organizations and activities such as Parent Clubs, Habitat for Humanity, Boys and Girls Clubs, Red Cross Blood Drive, Wreaths Across America, etc.). If you are not sure if your service activity counts contact [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org) or call 719-247-8700 to verify.

**POINTS: 150 (per event)**

- 3. Send a Representative to the USAFA AOG Chapter Presidents Conference and provide a written report to your leadership or members.** This requirement must be met every year. Exceptions will be made on a case-by-case basis, chapter must contact [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org). Submission requirements: Email name of chapter representative who attended conference and a copy of the report to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org), no later than 30 days following the conference.

**POINTS: 200**

- 4. Accumulate at Least 150 points of Engagement/Outreach Efforts.** Complete chapter engagement and outreach events. See the Engagement/Outreach section below for event point values. Submission requirements: Fill in appropriate section of the Distinguished Chapter Accrual spreadsheet with dates and type of events or activities.

**POINTS: 150+**

- 5. Submit a List of Proposed Activities/Events for the Upcoming Year.** Send a list of proposed activities/events to the AOG at the beginning of the new year. This will help the AOG support requests for email blasts, giveaways, and other needed assistance for chapter events throughout the year. This is not a list that has to be followed exactly, but will give both the chapter and the AOG an opportunity to plan well in advance. Submission requirements: email list to [chapter.support@aogusafa.org](mailto:chapter.support@aogusafa.org)

**POINTS: 150**

## ENGAGEMENT/OUTREACH

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.

- Life and Business Networking Activities**
  - Networking/business meetings, luncheons, etc. **POINTS: 200 (for each activity submitted)**
  - Establishment of Community Welcoming Services. Establish community welcoming services for active-duty grads newly arrived in the chapter area. **POINTS: 100**



# CHAPTER GUIDE

- **Activities in support of Cadet Team/Club Event in Chapter Area**
  - Sponsoring an official Air Force Football Away-Game Tailgate. **POINTS: 200**
  - Other Cadet Team/Club Support Activities. **POINTS: 100 each**
- **Community Outreach Program**
  - Chapter Participation in Any Civic Activity. This includes, but not limited to, flag presentations, memorial dedication, congressional academy days, and other activities in which USAFA receives recognition. **POINTS: 100**
  - Chapter-Sponsored Community Outreach Events and Additional Service Activities. **POINTS: 150**
- **Watch Parties**
  - Participation in Joint Service Academy Get-Together. **POINTS: 75**
  - Sponsorship (Hosting) of Joint Service Academy Game Get-Together. **POINTS: 100**
  - Host a watch party for the chapter. **POINTS: 50**
- **Chapter Meetings**
  - Chapters participating in this category receive points for each meeting conducted, to include luncheons and dinners. Chapters should follow their constitutions, bylaws or guidelines to determine if a particular meeting is one for which credit can be received. **POINTS: 50 (for each meeting submitted)**
  - A bonus of 25 points will be awarded for each meeting in which Parent Club is involved

## SUPPORT USAFA AND THE AOG

- **Participate in quarterly chapter president national video conference calls.**
  - Participants should be the chapter president or designated chapter officer. If chapter is not able to participate in the call, we will send the recording of the call to watch at the President's convenience. Participation should be noted on the accrual sheet and will be verified from records. **POINTS: 25 points per call**
- **Support other local AOG Chapters**
  - Become a mentor for new chapter. **POINTS: 100**
    - AOG will assign mentor/mentee based on location, interests, goals, etc.



# CHAPTER GUIDE

- **Support Parent Clubs Local Events**

- Includes appointee send-offs, summer picnics, BBQs, etc. **POINTS: 50 per event**

- **General admissions activities**

- Other kinds of participation in supporting the USAFA ALO activities (college fairs, school visits, etc.). **POINTS: 50**

## CHAPTER INFORMATION

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.

- **Chapter Homepage/Social Media**

- Chapter Establishes Chapter Website or Social Media Account. Points are awarded in year in which website/social media account was activated. The chapter's homepage must be linked to the AOG's Chapters page and maintained with current information. **POINTS: 200**
- Chapter Maintenance for Existing Website/Social Media account. Points will be awarded to a chapter that maintains its own website, to include updates and changes. **POINTS: 200**
- Social Media Use. Points will be awarded for monthly updates to social media platforms. **POINTS: 25 per monthly updates**
- Chapter Presidents Forum. Time spent adding ideas/practices/feedback to Chapter Forum in Zoomielink or Facebook. **POINTS: 25 (for each input uploaded) maximum of 200 points.**

## GENERAL ACTIVITIES

General Activities include chapter purely social events (golf outings, picnics, football watch parties, etc. **POINTS: 50 (for each activity submitted)**)