

OpMan 74 – Establishing, Maintaining and Closing AOC Chapters

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PURPOSE: To establish policy and delineate the steps necessary to charter, maintain and close a local chapter of the Association of Old Crows (AOC).

SCOPE: This guidance covers the actions expected from existing and potential chapters that are part of the AOC. The OpMan begins by identifying the steps that must be taken to petition the AOC to charter a new chapter. The OpMan continues by describing the actions that an established chapter must accomplish each year to remain in good standing. Finally, the OpMan delineates the procedures for closing inactive chapters.

SECTION I - ESTABLISHING A CHAPTER

A. GENERAL

- i. A major objective of the AOC is the formation of new chapters to serve the interests of individuals associated with Electronic Warfare (EW), Electromagnetic Spectrum Operations (EMSO), Cyber Electromagnetic Activities (CEMA), Information Operations (IO) and related fields. This must be accomplished, however, in a manner that will foster participation in AOC activities by the members residing in the local area and develop new members in that area to preserve the AOC organization.
- ii. The purpose of a chapter is to provide an organization for individuals having a common interest in EW/EMSO/CEMA/IO who wish to foster and preserve the art; to promote the exchange of ideas and information; to recognize the advances and contributions to EW/EMSO/CEMA/IO; to document the history of EW/EMSO/CEMA/IO and to commemorate fittingly the memory of fellow practitioners. In all cases, the formation of a chapter must be consistent with these purposes.
- iii. A new chapter may be called a chapter, club, roost or other designation acceptable to the association. The terms are used interchangeably in this OpMan.
- iv. A new chapter start-up kit is available to any member of the AOC upon submission of a request for the kit to the AOC Headquarters. In addition, regional directors and the Headquarters staff are available to provide further assistance in chartering a new chapter.
- v. AOC chapters are free to pursue activities applicable to the AOC purpose and objectives in their areas to promote EW/EMSO/CEMA/IO.

B. GENERAL RULES TO CHARTER A NEW CHAPTER

- i. Any ten (10) active members of the AOC may petition the AOC Board of Directors to charter a chapter in their area.
- ii. Each group seeking to charter a new chapter must submit the following documentation:
 1. Petition the Board of Directors (Attachment 1)
 2. Prepare an initial draft chapter bylaws which must be consistent with the current AOC Model Chapter Bylaws (Attachment 2). Article I (name) and Article IV (territory) filled in. The bylaws for the chapter may be expanded or changed to fulfill the requirements or desires of

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the specific chapter. However, the by-laws must not in any way conflict with the AOC constitution or bylaws.

- iii. The petition and draft chapter bylaws shall be submitted to the AOC Membership Committee. Once approved by the Membership Committee, the petition and draft chapter bylaws are reviewed by the Governance Committee for presentation to the Board.
- iv. The AOC Board approves chapter petitions (Attachment 1) and draft chapter bylaws (Attachment 2). Such approval establishes a charter agreement between the AOC and chapter.

C. NEW CHAPTER IN A GEOGRAPHIC AREA WHERE NO CHAPTER EXISTS

- i. When no chapter exists in the geographic area, any ten (10) members of the AOC may organize and petition (Attachment 1) the AOC Board of Directors through the regional director in their area and AOC Headquarters.
- ii. The group organizing the chapter must submit the required documentation as outlined in section B. ii above to the regional director in their area.
- iii. For U.S. chapters the proposed area or territory must be described by zip code in Article IV of its bylaws. It is incumbent on the proposed new chapter to identify any areas of potential overlap with existing chapters. For a non-U.S. chapter, other means may be used to describe the geographic area of the chapter.
- iv. The regional director will forward the chapter application (petition and draft chapter bylaws) with his/her endorsement of the new chapter to AOC Headquarters Staff. The AOC staff shall submit the application to the Membership Committee which will follow the process described in B. iii above
- v. The chairman of the Governance Committee, after appropriate review, shall present the chapter petition to the AOC Board of Directors.
- vi. Upon approval of the petition and bylaws by the AOC Board of Directors, AOC staff will apply for the U.S. Chapters IRS EIN number. The EIN Number will be kept on file at AOC Headquarters.
- vii. Once the EIN number is received, the AOC Headquarters staff will send the EIN number and the verification from the IRS via email.
- viii. Once the EIN number has been sent and the chapter has opened up a bank account, \$1,000 US dollars will be issued to the new chapter to cover organizing costs.
- ix. The chapter will be responsible for opening up and maintaining a chapter bank account.

D. NEW CHAPTER IN AN AREA WITH AN EXISTING CHAPTER

- i. In some cases, a new chapter may be chartered in an area where a chapter already exists. The formation of a chapter in this situation must clearly be the desire of sufficient members to support a new chapter. Difficulty in getting to meetings, distances and travel time may be primary, but not the only reasons for starting a new chapter in an area where one already exists. When ten (10) or more members believe there are sufficient reasons to organize a new chapter, the organizing group must accomplish the steps identified below. The request to charter a new chapter shall not be approved if the proposal is based solely on dissatisfaction with the leadership or activities of the existing chapter. When a significant number of members are dissatisfied, it is their duty to change the leadership of that chapter.
- ii.
 - 1. Establish justification for a new chapter: The justification for the new chapter must be consistent with the purposes stated in Section I, A, ii and the guidelines in Section B above. The justification must not include dissatisfaction with an existing chapter's leadership as part

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- of the rationale for a new chapter.
2. Describe the proposed area of the new chapter: In the U.S., include a list of postal zip codes for the proposed chapter. Outside the U.S., provide a clear description of the proposed chapter's area.
 3. Prepare a questionnaire for members residing in the area of the proposed new chapter: The organizing group must also prepare a questionnaire for the members residing in the proposed area for the new chapter. The questionnaire will be included in the data sent to the regional director. The regional director will then forward it to AOC Headquarters staff. The forwarded data will include, but not be limited to, the following:
 - a. A statement of intent to organize a new chapter and the proposed justification of this action.
 - b. The names of the organizers.
 - c. The name and address of the regional director.
 - d. A request to send the regional director answers to the following questions:
 - i. Would the members like to affiliate with a new chapter?
 - ii. Would the members support a new chapter?
 - iii. A due date for response.
 - iv. The organizing group should then forward the above items to the regional director. The regional director will then contact AOC Headquarters staff, Executive Committee, and existing chapter.
- iii. Upon receipt of the letter request from the organizing group, the regional director will do the following:
- a. Discuss the organizing group's request with the existing chapter leadership, AOC Headquarters staff, and Executive Committee.
 - b. Forward the justification, proposed location and questionnaire to the Executive Committee with a request that they approve having the AOC Headquarters staff send a copy of the questionnaire to each member residing in the area of the proposed new chapter.
 - c. Inform the organizing group of his/her actions.
 - d. The organizing group's request will be acted on if approved if it meets the basic criteria in D. i and D. ii.
- iv. Upon receipt and review of the request from the regional director, the Executive Committee will direct the AOC Headquarters staff to mail a copy of the questionnaire to each member residing in the area described in the request. The AOC Headquarters staff will request that all members complete the questionnaire and forward it to their regional director within 30 days. Shortly after the due date (within 30 days) for the questionnaires, the regional director will assemble all responses. Based on these responses, the regional director will then make a recommendation to the EXCOM whether to approve the new chapter.
- v. If there is sufficient positive response to assume that a new chapter is desired and will be supported, the organizing group will be instructed to follow the steps described in Section I C.

SECTION II - MAINTAINING CHAPTERS

- A. To maintain active status and remain in good standing, each chartered chapter must abide by the provisions established in the latest editions of the AOC Bylaws and Operations Manual. In addition, a chartered chapter must comply with the following:**
- i. Submit a financial report no later than 1 March of each year (Attachment 4A and 4B)
 - ii. Maintain the minimum number of members (10)
 - iii. Conduct at least three (3) meetings and/or program activities per year

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- iv. Certify by letter, following receipt from AOC Headquarters of the roster for chapter sustainment, that they have fulfilled the requirements of the AOC and chapter bylaws vis-a-vis by accomplishing the activities above. The certification letter is due to AOC Headquarters by 30 June each year.

B. Deadlines for the following annual reports/submissions are noted:

- i. Chapter nominations for AOC Officer and Board of Directors' positions due by 15 February.
- ii. AOC Competitive Awards nominations due 1 May.
- iii. Chapter Sustainment (Rebate) certification letter due June 30th
- iv. Chapter of the year nominations due 31 July.
- v. Annual; Scholarship Reports due 1 November, include recipient name, school and scholarship amount.

C. Annual Assembly of Delegates: Each Chapter must designate one delegate, and any number of alternates in a designated order, to the AOC Assembly of Delegates in accordance with a method of selection specified in the Chapter's bylaws. If its bylaws contain no such specification, the Chapter's president, or in that person's absence its vice-president, shall be the Chapter delegate.

D. Adherence to Current Approved Chapter Bylaws: The chapter must be faithful to the approved chapter Bylaws. The AOC Headquarters shall maintain the original, approved chapter bylaws and the chapter shall retain a copy. All subsequent proposed changes to approved chapter Bylaws must be forwarded to the regional director and AOC Headquarters staff. Approval of proposed amended chapter Bylaws are subject to the process proscribed in items B. iii and B. iv in Section I.C. above. The AOC BOD has the authority to overrule any proposed changes to Chapter bylaws if proposed changes are perceived to be in conflict with AOC governing documents or prejudicial to the best interest of the AOC.

E. Tax – Exempt Status (US Chapters Only)

- i. For US Chapters, the AOC was granted exemption from U.S. federal income tax under section 501(c) (6) of the Internal Revenue Code of 1954. Such tax exemption is not automatic and, as recent IRS actions show, is not permanent.
- ii. Chapters of the AOC in the United States obtain their initial tax-exempt status under a group exemption letter, which is submitted annually to the IRS by AOC Headquarters. This status is valued highly and must be protected at all times by chapters and AOC Headquarters. To maintain this status, certain conditions must be met. First the Association and its US chapters must comply with the purpose, character, and method of operation as specified in the AOC Constitution and Bylaws. Secondly, the central organization (in the form of the AOC Headquarters) must maintain control of its U.S. chartered chapters and regions. If called upon to do so by the IRS, the AOC must submit evidence to show that it maintains adequate oversight. To be included in the group exemption letter, the following are required.
 - a. Written authorization from each chapter granting AOC Headquarters the authority to include the chapter in its group exemption letter. A duly authorized officer of the chartered chapter must sign this authorization. [Completion of the petition to establish a new chapter (attachment 1) fulfills this requirement].

Any change in the purpose, character and or method of operations of a chapter (i.e. chapter bylaws) must be submitted as described in paragraph C above, for approval by the AOC Board of Directors.

F. Unrelated Business Income: IRS guidelines concerning the income producing activities of nonprofit associations continue to evolve. The most closely scrutinized area concerns activities which the IRS

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considers to be unrelated income.

- i. The IRS has ruled that income derived from advertising in periodicals published by nonprofit associations is unrelated business income, and thus is subject to federal income tax.
- ii. Income from technical symposiums, exhibits, and associated activities is qualified business income, and thus is not subject to federal income tax.

G. For U.S. Chapters: The AOC was granted exemption from the U.S. Federal income tax. U.S. chapters are not required to submit federal income tax returns to the IRS as long as their financial data is included in the AOC Headquarters IRS returns (hence the requirements for each chapter to submit a comprehensive financial report -- Attachments 4A and 4B -- by 1 March each year).

H. For Non- U.S. Chapters: Non-U.S. Chapters are to comply with the taxation policies and procedures of their respective national governments. The AOC Board of Directors and the AOC have no responsibility or obligation in respect to the taxation policies and or procedures of their respective governments. The AOC does require an international chapter to submit a financial report each year for AOC Headquarters information and to show that each chapter has complied with its countries taxation policy.

I. Chapter Sustainment Initiative Program: The AOC is proud to offer the Chapter Sustainment Initiative Program available to assist chapter's with funding and/or financial needs to support chapter professional growth activities. Application can be found at Attachment 5 of this document.

The application form will ask for the following information:

- i. Chapter purpose for funds and intended outcome – Date of event if applicable.
- ii. Amount of funding requested – funding options depending on amount requested may consider a matching opportunity.
- iii. After Action Report sharing information about the event and its success so that we may share with other chapters as a benchmark opportunity.

Approval Process:

- i. Chapter Regional Director and the Director of Membership Operations can approve up to \$2,000 first year's request
- ii. Chapters Regional Director and the Director of Membership Operations can approve up to \$1,000 for the second years request.
- iii. Anything over and above suggested amounts would need to be approved by the full membership committee.

Point of Contact: Director of Membership Operations (oneilin@crow.org)

SECTION III - CLOSING CHAPTERS

A. Closing of a chapter can be initiated in the following ways:

- i. When a majority of the chapter officers or ten (10) chapter members petition the AOC for chapter dissolution. The petition should be in the form of a simple letter, signed by the petitioners, requesting dissolution of the chapter.

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were received from the rebates and/or chapter activities will be placed directly into a AOC Chapter Activity Assistance Support Fund. No holding period required. Funds that are received by AOC Headquarters after the closing of a chapter education foundation account with monies received as donation and/or 501(c)(3) designations will be placed directly into the Education Foundation account. No holding period required.

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Attachment 1

Date:

Petition to Charter an AOC Chapter

The undersigned active members of the Association of Old Crows (AOC), living and working in the _____ area, do hereby petition the Board of Directors of the AOC, for permission to charter an AOC chapter in the _____ area. This chapter shall be a regular chapter within the meaning specified in Article V, Section 1 of the AOC Model Chapter Bylaws and shall be named the _____ Chapter. A draft copy of the proposed new chapter's bylaws is submitted for your review.

(For US Chapters) We, _____, hereby authorize the AOC to include the financial report submitted by _____ as part of the consolidated annual report to the Internal Revenue Service for each calendar year. Based on the annual report submitted to the AOC, the _____ relieves itself from filing an individual report to the IRS. This is in reference to the group exemption from US federal income tax under section 501(c) (6) of the Internal Revenue code of 1954.

Chapter Name

Acting Chapter President

Names:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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Attachment 2

AOC Model Chapter Bylaws

_____Chapter
Association of Old Crows
By-Laws

The name of this chapter shall be the _____ Chapter of the Association of Old Crows (AOC).

ARTICLE II - OBJECTIVE

Objectives of the chapter are to further within its territory the mission, aims, and purposes of the AOC International Constitution and Bylaws, that is, to promote the exchange of ideas and information in the fields of Electronic Warfare, Electromagnetic Spectrum Management Operations, Cyber Electromagnetic Activities, Information Operations and other information related capabilities to recognize advances and contributions, to document the history, and to commemorate fittingly, the memory of fellow Crows. The chapter shall encourage original research; foster the dissemination of new knowledge; further the professional development of those engaged in related scientific, engineering, management and operational activities; improve public understanding of the profession and its contributions, encourage education in appropriate engineering and scientific specialties and appropriately recognize outstanding professional accomplishments.

ARTICLE III - COMPOSITION AND NATURE

The chapter shall be civilian in nature and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or preferment, nor for promotion of any commercial enterprise.

ARTICLE IV- TERRITORY

The chapter territory shall be that area within commuting distance of _____ to include such additional or fewer cities and state subdivisions as may be deemed appropriate by the Association of Old Crows. (U.S. chapters include Zip codes for the Chapter.)

ARTICLE V - MEMBERSHIP

SECTION 1. MEMBERSHIP. All members of the AOC who reside in the chapter's jurisdiction, as approved by the AOC Board of Directors, shall be eligible for membership.

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SECTION 2. CHANGE OF MEMBERSHIP. Membership will be moved to a new chapter jurisdiction upon notification of change of address or request to AOC Headquarters.

ARTICLE VI - CHAPTER CALENDAR

The chapter fiscal year shall correspond to the calendar year. The chapter will hold regular general membership and chapter board of directors meetings. A minimum of three (3) meetings or activities of the membership must be held each year for the chapter to remain active and in good standing. The following major events, as a minimum, will occur each year:

1. A list of current officers to be submitted by January 31st
2. Submit the chapter Financial Report by March 1st.
3. Submit the chapter Sustainment (Rebate) Report by June 30th.
4. Chapter nominations for AOC officers and director's positions and/or AOC Awards nominations will be submitted to the appropriate AOC committee chairperson by the designated suspense dates.
5. Annual Assembly of Delegates – The Assembly of Delegates is held once a year in conjunction with the AOC Annual Symposium and Convention. If for any reason the Assembly of Delegates cannot be held during the Annual Symposium it will be held virtually. Each chapter shall designate a delegate to attend. The Chapter's president or in that person's absence its vice president shall be the delegate. If neither the president nor vice president can attend, then chapter's executive committee shall nominate a delegate which can be from their chapter board or general chapter membership

ARTICLE VII -OFFICERS AND DIRECTORS

SECTION 1. OFFICERS. There shall be two classes of officers; elected and appointed. The president shall be elected by the regular membership at large to serve for a period of one year and until a successor is duly elected and installed. Three other officers -- vice president, secretary and treasurer -- shall be appointed by the incoming president from among the elected directors. The chapter election committee shall implement the process to elect the president and directors. The election shall be conducted as follows:

A nominating committee of regular members shall be selected by the president to oversee the elections. All members in good standing who are willing to serve will be placed on the ballot if nominated. The resulting list of candidates shall be presented to the general membership.

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Additional nominations may be made from the membership. All nominations shall require a second.

SECTION 2. ELECTION PROCEDURE. Voting shall be conducted following the closeout of nominations by secret ballots. The ballots shall be counted no later than 15 days after the close out of the election in the presence of a majority of the Election Committee and retained for a period of three months. The results shall be announced no later than 15 days after the ballots have been counted. Chapter officers for the following year shall be installed on a schedule agreed upon by the chapter, but no later than the end of the calendar year.

SECTION 3. ELECTED AND APPOINTED OFFICERS. Four officers shall have the following responsibilities:

a. **President.** The president shall exercise the powers and perform the duties assigned under the constitution, and as chief executive officer of the chapter, shall serve as chairperson of the chapter Board of Directors, generally supervising the chapter's affairs, presiding over the regular meeting of the chapter, and enforcing the provisions of the constitution and the will of the chapter Board of Directors. The president shall not serve for more than two (2) consecutive two (2) year terms.

b. **Vice-president.** The vice-president shall assist the president in the discharge of presidential duties and act as president when the president is absent.

c. **Secretary.** The secretary shall keep a record of the proceedings of the Board of Directors and of all other matters for which a record shall be ordered by the president or Board of Directors, being responsible for the official correspondence of the chapter and distributing a copy to the AOC Headquarters, if requested.

d. **Treasurer.** The treasurer shall collect and disburse all funds of the chapter and shall serve as custodian of such funds, keeping regular accounts in books belonging to the chapter, which shall be open to inspection by any member of the chapter Board of Directors, by any officer or director of the Association of Old Crows or any regular member. The Treasurer shall make a financial report at each regular board meeting, and at such other times as shall be required by the Board of Directors or by the president in addition to filing the annual financial report to AOC Headquarters (Due March 1st).

SECTION 4. DIRECTORS. Director's terms shall be staggered such that a proportionate number are elected each chapter election cycle. The term and number of the elected directors shall be determined in the Chapters bylaws. A director, elected to the office of president, will relinquish the remaining term as director. The remainder of the term of a director who is elected president, or who resigns, shall be filled by either a candidate who was not elected in the past election but received the most votes among those running for director and not elected or appointed by the president. The selection must be approved the Chapter Board of Directors and all actions must become part of the chapter record. The Board of Directors shall perform such duties as may be individually assigned by the chapter president or by the Board of Directors.

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SECTION 5. BOARD OF DIRECTORS. The Board of Directors shall be the chapter governing body and shall be composed of the president, the officers, directors, and immediate past President. In addition to such powers as are specifically conferred upon it by the bylaws, the Board of Directors shall be responsible for directing the chapter affairs and may make such rules and procedures, as it deems advisable, consistent with the bylaws. The Board of Directors will complete a record of its actions. This record shall be open to review by any regular member upon reasonable notice.

ARTICLE VIII- COMMITTEES

SECTION 1. STANDING COMMITTEES. The following standing committees are authorized:

1. Awards
2. Constitution
3. Finance
4. Historical
5. Membership
6. Nomination and Election
7. Programs (Meetings)
8. Publications
9. Scholarships

SECTION 2. SPECIAL COMMITTEES. Special, or ad hoc committees, may be appointed as deemed appropriate by the president or as directed by the Board of Directors. These committees shall function in the same manner as standing committees except they shall in general be limited to short periods of existence.

SECTION 3. COMMITTEE OPERATIONS.

a. Chairpersons of standing committees shall be appointed annually by the president from among the chapter's membership. Members of the Board of Directors should be selected for the chairpersons of committees where they can be effective; however, their selection is not mandatory. Chairpersons will select their committee members from among the regular membership. Each standing committee shall hold a meeting at such time and place as may be specified, after due notice to its members, by its chairperson, by the chapter president or upon the

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request of a majority of the committee members. A record shall be kept of each committee's proceedings and submitted, in writing, to the secretary to become a part of the permanent record. Any committee member may resign with the president's concurrence.

b. Committee chairpersons may be removed by the president. Each committee shall be charged with the duties assigned to it by the bylaws, by the committee's operating procedures, by the president or by the Board of Directors, and shall perform such other duties as are appropriate to its functional area. Any questions as to the jurisdiction of a committee shall be resolved by the president. No committee shall incur any indebtedness or pecuniary obligation for which the chapter shall be responsible without prior specific authorization by the Board of Directors.

ARTICLE IX - MEMBERSHIP FEES

Initiation fees and annual dues shall be as specified by the Association of Old Crows and are payable directly to it. The chapter, at the discretion of the chapter's Board of Directors, may also levy dues upon its affiliated members as may be required to carry out its programs. Such assessments or dues shall, during a calendar year, never exceed the amount of the annual dues of the Association of Old Crows.

ARTICLE X - RATIFICATION & AMENDMENTS

SECTION 1. RATIFICATION. These bylaws shall be ratified by an affirmative vote of a simple majority of the members present at a regularly scheduled general meeting which will have been announced by a notice accompanied by a printed copy.

SECTION 2. PROPOSED AMENDMENTS. Proposed amendments or changes to these bylaws must be approved by two-thirds of the Board of Directors.

SECTION 3. MEMBERSHIP APPROVAL. Proposed amendments or changes to the bylaws, which have been approved by the Board of Directors, must be approved by the regular membership. Proposed amendments or changes will normally be submitted for approval with the annual election, however, the Board of Directors may submit proposed amendments or changes at other times if it is deemed necessary.

SECTION 4. EFFECTIVE. Amendments or changes will be adopted provided that the majority of the votes cast are for the proposed amendments or changes. If submitted at the annual election, the results will be counted with the annual election results. In the case of special submission to the membership, thirty days will be allowed between mailing and tabulation of results. In either case, the change will be effective upon receipt by the Board of Directors of the results of the voting and upon approval of the AOC's Board of Directors.

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Attachment 3

Sample Letter to Close a Chapter

Date:

Dear Member of the _____ Chapter:

The _____ Chapter is carried as a chapter of the AOC. However, your chapter has not reported the necessary level of chapter activity and/or filed required reports to maintain an active chapter status. The AOC needs to evaluate the level of interest in maintaining the chapter.

This letter is being sent to you to serve two purposes:

First, to solicit your level of interest; i.e. willingness to attend meetings and/or to serve as an officer and to get any comments from you which may help the Association revive the Chapter.

Second, to let you know that if there is not a positive response from the chapter members, actions will be started to close the Chapter.

The Association and your Regional Director, _____, are prepared to assist any members who will volunteer to take over operation of the Chapter. The requirements to maintain active status and good standing are minimal and all members are encouraged to do their part to promote EW/EMSO/CEMA/IO within your area. If you and others in your Chapter are ready to volunteer to run the Chapter, please notify the Association by return mail or e-mail: (_____@crows.org).

Thank you and we look forward to hearing from you.

Sincerely,

President

Cc: _____
Region Director
Phone; email

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Attachment 4A

AOC Chapter Financial Report

Calendar Year _____

(Submit to AOC Headquarters NLT 1 March _____)

DATE: _____

Chapter Presidents Name

Chapter Address

CHAPTER EIN#: _____

A: BEGINNING CASH ON HAND INCLUDING SAVINGS:

B: RECEIPTS:

AOC HEADQUARTERS SUPPORT _____

CONTRIBUTIONS/DONATIONS _____

INTEREST ON SAVINGS _____

OTHER (DESCRIBE) _____

TOTAL RECEIPTS: _____

C: DISBURSEMENTS

OPERATION EXPENSES _____

SCHOLARSHIP/ETG AWARDS _____

OTHER (DESCRIBE) _____

TOTAL DISBURSEMENTS: _____

CALCULATED NET WORTH (A + B - C = D) _____

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TOTAL CASH ASSETS: _____

SAVINGS BALANCE (AS OF DEC 31, ____) _____

CHECKBOOK BALANCE (AS OF DEC 31, ____) _____

TOTAL (SHOULD = D) _____

SIGNED: _____

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Attachment 4B

AOC Educational Foundation Financial Report

Calendar Year _____

(Submit to AOC Headquarters NLT 1 March _____)

DATE: _____

Chapter Presidents Name

Chapter Address

CHAPTER EIN#: _____

A: BEGINNING CASH ON HAND INCLUDING SAVINGS: _____

B: RECEIPTS:

AOC HEADQUARTERS SUPPORT _____

CONTRIBUTIONS/DONATIONS _____

INTEREST ON SAVINGS _____

OTHER (DESCRIBE) _____

TOTAL RECEIPTS: _____

C: DISBURSEMENTS

OPERATION EXPENSES _____

SCHOLARSHIP/ETG AWARDS _____

OTHER (DESCRIBE) _____

TOTAL DISBURSEMENTS: _____

CALCULATED NET WORTH (A + B - C = D) _____

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TOTAL CASH ASSETS:

SAVINGS BALANCE (AS OF DEC 31, ____)

CHECKBOOK BALANCE (AS OF DEC 31, ____)

TOTAL (SHOULD = D)

SIGNED: _____

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Attachment 5

Association of Old Crows

Chapter Sustainment Funding Request Form

Date: _____

Chapter Name: _____

Amount of Funding Requested: _____

Rational/Basis for Funding Request: How did you determine how much funding you require?

Spending Plan: How will requested funding benefit your chapter and the AOC? What will your measurable metrics be and/or your predicted outcome expected?

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After Action: The Chapter agrees to forward a short summary of how the event and/or activity went within seven (7) days following the event so the AOC may keep a record of activity benchmarks for future reference. Please include the following: How did your predicted outcome measure to the actual outcome of the event? What would you do differently next time if anything? What about the event was a huge success? What were the final expenses compared to your anticipated estimates?

Chapter Representative

Contact Information

Forward Requests To: AOC, Glorianne O’Neilin, Director Membership; 1001 N. Fairfax Street, Ste 300, Alexandria, VA 22314-1652 or oneilin@crow.org – Questions – 703-549-1600