

APPENDIX A

BUDGET AMENDMENT REQUEST FORM

Date: 5/30/2025

Request made by (individual or committee): Empowering Women in Electronic Warfare Group (EW in EW), Chair: Christelle Ward, AOC Staff Liaison: Lauren Schoener-Gaynor

Requested Amount: \$10,000

Basis for the requested amount: (cost estimates, market research, prior actions, etc)

The amount requested is to cover a breakfast event at AOC 2025 if space and time allows. The amount will defray the cost of food and beverage costs, A/V, etc. in order to bring awareness to the EW in EW Group, reaching and supporting women in the EW industry, as listed in the Group Charter/Mission. If a breakfast cannot be held, the Group will host an event that aligns with another AOC event or that is completely independent. The Group has identified areas (GA, DC area, etc) where there are potentially interested members. In addition, the Group would like to brand EW in EW, purchasing “swag” to distribute at AOC 2025 and future events.

Description or General Ledger number: _____

Reason for request (statement of need or objective):

The EW in EW Group seeks to host at least one social event (ex. Breakfast at AOC 2025, Happy Hour that aligns with an AOC Summit and/or that is located near a schoolhouse or large military base) this year to bring awareness to the Group, while creating environments where women in the industry can gather to socialize and network, sharing experiences, knowledge, and best practices. EW in EW swag such as pins, patches, t-shirts, etc. would be distributed to those who join and are active in the Group.

Specific Implementation Plan:

Once identified social event(s) will be held in areas identified as having a high concentration of females in the industry to have many attendees. In addition, communication with chapters will be distributed to gauge interest, potentially hosting EW in EW events in conjunction with future chapter functions/conferences. Once the Group is fully established, members of the group will be able to host events in areas they identify as having a high participation level. EW in EW branded give-a-ways will be given away, allowing for promotion of the group, its Mission, and for allowing members to be seen as ambassadors of the Group by utilizing the branded items as talking points. Ex. A Group member wears her pin at an AOC Summit, thus attracting a potential member to ask questions about the logo, the Group’s purpose, etc.

Anticipated return on investment (evaluation metric or performance measure):

By having financial support, the EW in EW Group will be able to promote itself as well as the AOC, thus increasing Group membership, and potentially membership of the AOC. With few formal female-focused professional groups that directly target the EW industry, the Group essentially serves as a marketing tool for not only AOC but the EW industry. The EW in EW Group is part of AOC, thus drawing attention to the Association, its educational opportunities, events, advocacy programs, and overall importance of all aspects of the industry that AOC represents.

Approved by Board of Directors:

Date: _____