

AAFCO Communities
Policies and Information
Handbook

Updated June 2010

Table of Contents

Topic	Page
Criteria for Creation and Dissolution	3
Some Possibilities	5
Leadership and Working Relationships with the AAFCS Board of Directors	7
Financing	8
Terminology and Definitions	12
Annual Timeline	14
Attachments – Forms	
Attachment A: Statement of Purpose Form	17
Attachment B: Community Action Plans (Instructions and Forms)	18-25
Attachment C: Mini-grant Application Form	26
Attachment D: Community Action Plan (CAP) Supplemental Initiative Form	27

AAFCS Communities: Criteria for Creation and Dissolution

AAFCS Communities serve as a conduit of professional action, dialogue, and promotion of the AAFCS mission. The creation and dissolution of AAFCS Communities are based on the following guidelines and criteria.

Creating an AAFCS Community:

Any group of six or more AAFCS members may propose to be recognized as an AAFCS Community by meeting the following criteria:

- Present a Statement of Purpose (Attachment A) which outlines the proposed AAFCS Community's goals and reason for being to the AAFCS Communities Coordinating Team (CCT) at cct@afcs.org. The Statement of Purpose should align with the AAFCS mission and goals and should clearly explain how this AAFCS Community differs from existing AAFCS Communities when similar topics are the focus of the proposed AAFCS Community.
- Identify a member who will serve as the Leader for the AAFCS Community and be responsible for reporting to the Council of AAFCS Communities on actions, progress, and use of funds via an *Annual Report. Each AAFCS Community Leader will serve on the Council of AAFCS Communities for a maximum three-year term.
- Submit an AAFCS Community Action Plan (CAP) (Attachment B) which addresses how the AAFCS Community will accomplish its goals. This form details how the proposed AAFCS Community will:
 - Provide opportunities for members to work together on common goals in person and/or virtually.
 - Develop and/or spread new knowledge and/or professional involvement in addressing critical issues central to the profession.
 - Develop substantive interactions between AAFCS members and members of other relevant/related professional organizations.
 - Provide opportunities for crossing subject matter and professional practice boundaries to address substantive issues related to the mission of AAFCS.
 - Facilitate the interactions of professionals and students addressing common concerns/issues.
 - Facilitate an integrative focus in working with a variety of publics, decision-makers, and legislators.
 - Manage and account for finances to accomplish its CAP.

AAFCS Communities are encouraged to respond to the general call for programs, either singly or in collaboration with other AAFCS Communities, for presentation at the Association's Annual Conference.

The AAFCS Communities Coordinating Team (CCT) will consider all proposals for the creation of new AAFCS Communities, and make recommendations to the AAFCS Board of Directors via the board liaison. The CCT, representing the Council, will also review requests for funding and submit recommendations to the AAFCS Board of Directors via the board liaison.

Dissolving an AAFCS Community:

The Council of AAFCS Communities will assess the performance of AAFCS Communities and make recommendations for dissolution to the AAFCS Board of Directors. Dissolving AAFCS Communities should recommend the disposition of any remaining funds to the Council of AAFCS Communities. In the absence of such a recommendation, the Council of AAFCS Communities will recommend to the AAFCS Board of Directors the disposition of such funds.

An AAFCS Community may elect or be required to dissolve based on the following criteria:

- The reason for creation has expired and/or the AAFCS Community has accomplished its desired goals and purpose, which should be reported in the final *Annual Report to the Council of AAFCS Communities.
- The goals, mission, and actions of the AAFCS Community are no longer consistent with the mission of AAFCS.
- There is an extended absence of activity, which may be apparent in the *Annual Report or in the absence of an *Annual Report.
- Use of AAFCS funds (whether funded by AAFCS or raised by the AAFCS Community) is not consistent with the stated mission, goals, policies, and purpose of the AAFCS Community and/or the Association.
- Members no longer desire to continue the work of the AAFCS Community as confirmed by a democratic vote.
- Fewer than six persons claim membership in this specific group.

AAFCS Communities serve as a conduit of professional action, dialogue, and promotion of the AAFCS mission: To provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well-being, relationships, and resources to achieve optimal quality of life.

AAFCS Communities: Some Possibilities

AAFCS Communities serve as a conduit of professional action, dialogue, and promotion relevant to the mission of AAFCS: *“To provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well being, relationships, and resources to achieve optimal quality of life.”*

Several ideas for AAFCS Communities are listed below. Each could provide an opportunity for six or more members from various subject matter and practice specialties to work together toward one or more of the goals of AAFCS: public awareness, funding, advocacy/public policy, and professional development.

Envision an AAFCS Community team working in one of the following areas:

- Childhood Overweight/Obesity
- Families and the Media
- Perkins Act
- Fashion Design
- FCS Volunteering
- Child Caregiving
- FCS Service Learning
- FCS Accreditation
- History of FCS
- Affordable Housing
- Family Policy
- Universal Design
- Entrepreneurship
- World Hunger
- Workforce Preparation
- International FCS
- FCS Diversity
- Poverty
- Vitality of FCS in Higher Education and Research
- Future of FCS
- Teen Sexuality/Pregnancy
- Historic Textiles
- FCS and No Child Left Behind
- Food Safety
- Financial Literacy
- Vitality of FCS programs in Secondary Education
- Marriage/Relationship Education
- FCS Resource Sharing
- Senior Caregiving
- Grantsmanship

- FCS Public Relations Development
- Mentoring/Networking
- Vitality of FCS programs in Postsecondary Education
- Biotechnology

These are only ideas to spur creative thinking. AAFCS members are encouraged to join together for action focused on additional issues and problems related to the AAFCS mission and goals.

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AAFCS Communities: Leadership and Working Relationships with the AAFCS Board of Directors

The following policy and rationale statements address the working relationships for the implementation and functioning of AAFCS Communities.

Policy 1: Each AAFCS Community will select a presiding officer called a Leader. The Leaders of all AAFCS Communities will comprise the Council of AAFCS Communities.

Rationale: AAFCS Community Leaders will be responsible for ensuring that AAFCS Communities comply with all requirements of AAFCS Community operation. The Leader of each AAFCS Community will act as liaison between members of that AAFCS Community and the Council of AAFCS Communities. Even though AAFCS Communities may vary in membership size and programming, all Leaders will have similar leadership responsibilities within their AAFCS Communities. The Council of AAFCS Communities will be an important structure for efficient communication between AAFCS Community members and the AAFCS Board of Directors and association management.

Policy 2: The Council of AAFCS Communities will select three AAFCS Community Leaders to serve as a Communities Coordinating Team (CCT), with the responsibility of representing all AAFCS Community Leaders. The members of the Council of AAFCS Communities will determine the terms and selection process of the members of the CCT. When a Community Leader is serving on the CCT, he or she will recuse him/herself from voting or taking action on any CAP and/or Financial Request presented to the CCT from the community that they lead. If the remaining two members of the CCT are split in their vote or desired action in regard to the situation described above, then the Board of Directors liaison to the CCT will break the tie or make the final decision for action.

Rationale: The philosophy behind communities is one of member-driven deliberation and action, with minimal bureaucracy to impede their work. It is anticipated that the number of AAFCS Communities may grow large, creating the need for a small representative leadership group.

Policy 3: One At-Large member of the AAFCS Board of Directors will serve as liaison to the Council of AAFCS Communities, working through the CCT. The AAFCS Board of Directors will designate this person to serve concurrent with the member's 3-year Board term. The first year of this term will be as liaison-elect, followed by two years as liaison.

Rationale: For efficiency, the AAFCS Communities should have a single point of contact with the AAFCS Board of Directors. At-Large members of the AAFCS Board of Directors (as compared to elected officers) have somewhat more flexibility in their Board responsibilities, as currently defined, so these members are better positioned to assume this responsibility.

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AAFCS Communities: Financing

Assumptions:

1. Members will self-select membership in one or more AAFCS Communities
2. AAFCS Communities will be self-sustaining.
3. AAFCS Communities will communicate electronically with members via systems available through AAFCS.

Policy 1: Membership in AAFCS Communities is considered a benefit of membership. A member may elect to join one or more AAFCS Communities that are focused on topical areas for which they have real passion and commitment for active involvement, or may elect not to join any AAFCS Community.

Rationale: Record keeping will involve marking fields in a member's record, thus resources including staff time involved in maintaining members' affiliation in AAFCS Communities will be minimal. A charge beyond a specified number of AAFCS Communities to which a member may belong will be cumbersome, and the time involved in billing and processing additional fees may be more than the revenue generated.

Policy 2: Most sections and divisions that plan to transform into an AAFCS Community have transferred the funds remaining in their specifically designated AAFCS account into an account for their newly formed AAFCS Community. These funds will be utilized for the new Community's long-range and current programming.

Annually, each AAFCS Community will submit a CAP electronically to the CCT (cct@AAFCS.org). This form provides for a description of the proposed CAP and funding for current programming. AAFCS Communities also will submit their *Annual Report to the CCT using the Strategies– *Annual Report section of the CAP. AAFCS Communities with funds in the AAFCS account are expected to actively use funds in action-oriented AAFCS-related work. Submitted plans and annual reports will be reviewed yearly to ensure this is happening.

NOTE: AAFCS Communities with funds in the AAFCS account are expected to begin using funds in AAFCS-related work by year three at the latest. If this is not being done, the funds will be transferred to a common pool for AAFCS Communities.

Any section/division carry-over funds not designated for AAFCS CAPS will revert to a pool to support projects or defined plans of AAFCS Communities in the future. AAFCS Communities are strongly encouraged to develop funding sources to carry out their action plans and hence be self-sustaining. AAFCS Communities with funds available from carry-over funds or outside funding sources are not eligible for the mini-grants available from the AAFCS Board of Directors, as explained in Policy 4.

Rationale: AAFCS Communities are encouraged to develop an active plan for supporting their CAPS through use of carry-over funds or to use carry-

over funds as seed money to increase resources available to achieve the objectives in their long-range action plans.

Policy 3: The plan for obtaining financial support will be included in an AAFCS Community's CAP, which is submitted to the CCT for approval before being forwarded to the AAFCS Board of Directors and the Finance Committee. If the plan is to seek funding from a corporation, agency, or foundation, the AAFCS Community must determine that the purpose and objectives of the organization are consistent with those of AAFCS. In order to assure coordinated efforts among all components of AAFCS, the Board Director At-Large/AAFCS Communities liaison and staff in charge of AAFCS development must approve an AAFCS Community's plan to seek financial support from a source outside of AAFCS. (See *AAFCS Policy and Procedures Manual*.)

Rationale: This is necessary to prevent multiple requests to the same funding source and to protect the credibility and integrity of AAFCS and the AAFCS Communities.

Policy 4: Competitive mini-grants for funding up to \$1,000 will be available from AAFCS to a limited number of AAFCS Communities to carry out their action plans. The intent of these mini-grants is to encourage innovations and new initiatives as AAFCS Communities strive to become self-sustaining. AAFCS sections and divisions that transform to an AAFCS Community and have transferred funds accumulated previously are **not** eligible to apply for a mini-grant.

Mini-grant requests received by the AAFCS Communities Coordinating Team at cct@aaafcs.org by September 1, February 1, or May 1 will be acted upon at the next scheduled meeting of the AAFCS Board of Directors, with notification of approval or denial approximately 2-1/2 months following submission, along with authorization to encumber expenses only *after notification of approval*.

NOTE: if a time-sensitive CAP evolves between submission deadlines, mini-grants may go through the request/approval process on an "emergency" basis.

To apply for a mini-grant, an AAFCS Community will submit a request for funds on an AAFCS Community Mini-Grant Application (Attachment C) to the CCT at cct@aaafcs.org. Upon review, the CCT will forward requests through their AAFCS Board liaison to the AAFCS Board of Directors for consideration and recommendation to approve/deny the mini-grant request. The Board of Directors will share its recommendation with the Finance Committee at which time a final determination to approve or deny the request will be made. The AAFCS Board liaison will then notify the AAFCS Community and CCT of the outcome.

The following criteria will guide decision-making in the approval process. The AAFCS Community mini-grant proposal:

- promotes actions that support the AAFCS Mission;
- promotes actions that address the AAFCS Strategic Plan;
- makes a significant contribution to one or more of the AAFCS priority issues and goals articulated in the strategic plan;
- has the potential to make a significant and positive impact on multiple groups within AAFCS, the entire organization, or the profession;
- has the potential to assist professionals and ultimately provide significant benefits for individuals, families, and communities;
- includes an implementation plan that is designed to achieve outcomes and has an evaluation component;
- connects with other groups within and outside AAFCS so they might become collaborators and contribute to achieving the identified outcomes;
- is in line with the long-term financial plan of the Association;
- and, does not duplicate what others within the organization are doing; collaboration is encouraged. (*See AAFCS Policy and Procedures Manual.*)

Rationale: Financial support of AAFCS Communities' anticipated endeavors aligns the resources of AAFCS with its mission "To provide leadership and support for professionals whose work assists. . . ." Allocation of funds via mini-grants can energize an AAFCS Community membership group, leverage Association limited resources, and capitalize on a forward-thinking CAP created by an AAFCS Community.

Policy 5: Funds distributed through the mini-grant process, donated to, collected from, or raised by an AAFCS Community shall be held by the Association for the use of that AAFCS Community. No AAFCS Community shall pledge assets of the Association or create contingent liability or borrow funds without authority of the AAFCS Board of Directors (*See AAFCS Policy and Procedures Manual.*)

Rationale: As a component of the Association, AAFCS Communities must legally operate within the parameters of the parent organization and the auspices of the AAFCS Board of Directors.

Policy 6: When an AAFCS Community has adequate resources, it may develop, write, produce, and market publications and may develop and conduct workshops. The AAFCS Community shall demonstrate the capability to assume responsibility for costs incurred in the development, production, and marketing of a publication or workshop. Initiatives such as this must be included in the annual CAP and must be cleared through the AAFCS Executive Director and/or Board of Directors to assure compliance with 501(c) (3) tax-exempt status and constraints for educational and scientific organizations.

Rationale: See *AAFCS Policy and Procedures Manual.*

Policy 7: The following procedures will be observed with respect to expenditures and reports:

- Reimbursement may be obtained for approved budgeted expenditures by submitting an invoice to AAFCS for payment or by submitting receipts for expenses paid on behalf of the Association.
- An advance may be received by submitting a properly approved check request with supporting documentation.
- AAFCS will provide AAFCS Community Leaders with an individual financial status report twice each year. (See *AAFCS Policy & Procedures Manual*.)

Rationale: These procedures are used by AAFCS to assure orderly record-keeping and accountability of all parties involved.

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AAFCS Communities: Terminology and Definitions

AAFCS Communities: AAFCS Communities offer the opportunity for six or more AAFCS members to join together and take action around an area of shared interest, passion, curiosity, or concern that crosses subject matters and professional practices. Using online networking and communication, AAFCS Communities serve as a conduit of professional action, dialogue, and promotion of the AAFCS mission and goals.

The process and information to be included in the request for creation of AAFCS Communities and the criteria for dissolution are detailed on page 3 of this handbook, which is available on the AAFCS website (www.aafcs.org).

AAFCS Community Statement of Purpose: The first step in the process of creating a new AAFCS Community is to establish a clearly stated reason or purpose for organizing. Complete the form *AAFCS Communities: Statement of Purpose*, Attachment A, page 17 of this handbook, and submit electronically to the AAFCS Communities Coordinating Team (CCT) at cct@aafcs.org.

AAFCS Communities Action Plan (CAP): Each year, AAFCS Communities are expected to accomplish specifically stated goals consistent with the AAFCS Strategic Plan. Each AAFCS Community will submit an **AAFCS CAP**, Attachment B, page 18 of this handbook. The CAP outlines how the AAFCS Community will achieve its identified goals and includes a proposed budget.

Using the CAP form, the AAFCS Community will outline its goal(s) for the year, strategies to achieve the goals, and a proposed funding and activity detail. The AAFCS Community's CAP is to be consistent with the AAFCS 2003 Strategic Plan. Additional CAP ~~forms are also~~ available at the AAFCS Community area of the AAFCS website, www.aafcs.org.

AAFCS Community Leader: Each AAFCS Community will select a presiding officer who will have the title of "Leader." Leaders will represent their respective AAFCS Communities on the Council of AAFCS Communities to address association-wide policy/practice deliberations. Each community may identify other leadership positions as appropriate. A leader may serve a maximum of three years on the Council of the AAFCS Communities.

Council of AAFCS Communities: The Leaders of all AAFCS Communities, as a group, will comprise the Council of AAFCS Communities. The Council of AAFCS Communities will have specific responsibilities for oversight and coordination of AAFCS Communities. In addition to the AAFCS Communities Coordinating Team, the Council may identify other leadership positions as appropriate.

AAFCS Communities Coordinating Team (CCT): The Council of AAFCS Communities will select three AAFCS Community Leaders to serve as the AAFCS Communities Coordinating Team (CCT). With the responsibility of representing all AAFCS Community Leaders, the CCT will work with the AAFCS Board of Directors

liaison to formulate recommendations to the Board of Directors regarding creation or dissolution of AAFCS Communities, approval of funding requests, and other matters pertinent to operation of AAFCS Communities.

AAFCS Board of Directors-AAFCS Community Liaison: One At-Large member of the AAFCS Board of Directors will serve as liaison to the AAFCS Council of Communities, working through the CCT.

AAFCS Community *Annual Report: Every AAFCS Community will report their accomplishments at the end of every program year by completing the evaluation column of the Strategies– *Annual Report section of the CAP form previously submitted for the program year. The *Annual Report should be submitted electronically to the AAFCS Communities Coordinating Team (cct@aaafcs.org). It is strongly suggested that Communities save a copy of their yearly CAP form to allow for easier updating for the *Annual Report.

Dissolution of AAFCS Communities: An AAFCS Community may elect or be required to dissolve based on the criteria listed in the document, *AAFCS Communities: Criteria for Creation and Dissolution*, page 3-4.

Note: All forms used by AAFCS Communities will be available as stand-alone forms in the community area of the AAFCS website. This handbook also will be available for download from the website, www.aaafcs.org.

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AAFCS Communities: Annual Timeline

Due Date

Action

Proposed New AAFCS Communities:

Any time

STEP ONE: Six or more members confer and decide to request the creation of a new AAFCS Community.

STEP TWO: Members of the proposed AAFCS Community prepare a Statement of Purpose, Attachment A. Complete and submit the form to the AAFCS Communities Coordinating Team (CCT) at cct@aaafcs.org for consideration. Requests received by September 1, February 1, or May 1 will be acted upon at the next scheduled AAFCS Board of Directors meeting.

STEP THREE: The CCT forwards recommendation for approval/disapproval to the AAFCS Board of Directors liaison for action at the next AAFCS Board of Directors meeting.

STEP FOUR: The AAFCS Board of Directors considers the recommendations of the AAFCS Communities Coordinating Team (CCT) at its meetings in the Fall and Spring and at Annual Conference.

NOTE: If addressing a time sensitive issue, a proposed AAFCS Community may submit an emergency request at any time to the CCT for consideration.

STEP FIVE: After Board approval of the Statement of Purpose, new AAFCS Communities prepare an AAFCS CAP (Attachment B). The form is also available in the Communities area at www.aaafcs.org. Submit the completed CAP to the CCT at cct@aaafcs.org. If an AAFCS mini-grant is being sought to fund the CAP, a Mini Grant Application (Attachment C) should be filled out and submitted with the CAP.

New and Continuing AAFCS Communities:

Ongoing

AAFCS Communities implement their Community Action Plan (CAP).

Ongoing

Board liaison and AAFCS Community Leaders share relevant information with AAFCS Community members to keep them up-to-date regarding Association news that may impact the work of the group.

Aug. 1

CCT receives CAP and funding requests from **continuing** AAFCS Communities.

Sept 1, Feb 1, May 1	CCT receives CAP and funding request from new AAFCS Communities. Note: If addressing a time-sensitive issue, an emergency request may be submitted to the CCT at any time.
Oct-Nov	AAFCS Community Leaders submit proposals for sessions at Annual Conference (optional).
April 30	AAFCS Communities each prepare an *Annual Report using the CAP Strategies– *Annual Report section and submit it to the CCT at cct@AAFCS.org .
May	CCT reviews *Annual Reports and makes recommendations to AAFCS Board of Directors.
June	AAFCS Board of Directors reviews AAFCS Communities' *Annual Reports.

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Statement of Purpose- Application	17
Community Action Plans (CAP):	
Instructions for Completion and Submission	18 & 19
Community Action Planning Calendar	20
Community Action Planning Form, PART 1	21
Community Action Plan Strategies and **Annual Report (Blank)	22 & 23
Community Action Plan Form, PART 2: Strategies and **Annual Report (Example)	24
Community Action Plan: Funding/Budget, PART 3	25
Mini-Grant Application	26

AAFCS Community Action Plan (CAP) Instructions for Completion and Submission

Each year every AAFCS Community will submit the *AAFCS Communities Action Plan (CAP)* to explain the action planned and funding needed for the coming year. A sample of the CAP and **Annual Report section of the form is included to show how it is to be completed. **Note: The column headed Achieved Outcomes & Modifications will be completed for the *Annual Report.**

For ongoing AAFCS Communities and new AAFCS Communities approved ~~before~~ August 1, the CAP forms for the upcoming program year are due August 1. In addition, new AAFCS communities approved ~~after~~ August 1 or later may submit their CAP forms by February 1 or May 1. These forms are to be submitted electronically by every community to the AAFCS Communities Coordinating Team (CCT). Send to: cct@AAFCS.org

The CAP and **Annual Report, with all columns completed, will also be used to report the community's achieved outcomes and modifications and will serve as the *Annual Report for the year. The status of each goal will be indicated in the column to the far right: (**A**=Accomplished, **P**=In progress, and **NP**=No Progress) with brief comments on each one. This is to be sent to the CCT electronically (cct@AAFCS.org) by April 30th.

The following criteria should be considered in planning activities, requesting (or utilizing existing) funds, and in preparing the *Annual Report:

- Fulfilling the AAFCS Mission must be the overarching goal of any action plan: *“To provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well being, relationships and resources*
- Be sure that planned activities are focused and concise and address one or more of the four Strategic Outcomes in the AAFCS strategic plan: (1) Knowledge and Skills are Applied for the Public Good, (2) AAFCS is Key to Success for Professionals in FCS (3) AAFCS Credentials are Highly Valued, and (4) Collaboration Effectively Leverages Resources. These activities should be action-oriented and ultimately benefit the members of your AAFCS Community, the FCS profession, and AAFCS.

NOTE: Mini Grant funding is not intended for travel stipends to be used by students or professionals to attend events like the Annual Conference or Leadership Conference, but rather to support activities that will serve many such as professional development in the form of a special session, DVD, publication, etc.

- Timeline for action will be flexible and may vary from a few months to a fiscal year or even several years. See *AAFCS Communities: Policies and Information Handbook, Annual Timeline* (page 14) for additional details.
- Plan carefully and realistically to make the best use of your AAFCS Community's human and material resources.
- Illustrate measurable outcomes of success; i.e., how many, when, who, how.
- A limited number of mini-grants of up to \$1,000 each will be available on a competitive basis to encourage innovation and new initiatives. An application for
- Mini-grants is available as Attachment C in the AAFCS Communities Policies and Information Handbook or on the AAFCS website (www.aafcs.org). *NOTE: Communities with existing funds are NOT eligible to apply for these mini grants.*

- Each AAFCS Community should eventually be self-sustaining. For example, a community may need start-up funds to produce a historic CD-ROM for the Centennial, but eventually, any revenue generated after expenses will be used to sustain the community.
- Any outside funding obtained by Communities must come from socially responsible entities. See *AAFCS Communities: Financing* for additional information.


AAFCS Encourages:

- ongoing communication with community members throughout the year.
- the use of shared web space through the community web portal.
- the use of electronic communication such as E mail, list serves, blogs, and newsletters, etc., due to the high costs of conference calls and regular mail.
- the use of conference calls and regular mail in situations when necessary or when electronic communication is not feasible for some members or specific types of notices.
- inclusion of the talents of volunteers and resources both within and outside your Community.
- work with a liaison from the Student Unit.
- the formation of partnerships both within and outside of the Association.

Further Instructions and Tips for Completing Community Action Plans

As with any plan, please be sure that it is S.M.A.R.T.: *Specific, Measurable, Achievable, Realistic and Time Bound!* Illustrate measurable outcomes of success; i.e., how many, when, who, how.

These plans are patterned after the logic model (see page 4 of the Strategic Planning Guide) and should be concise and easy to read. It is recommended that they be no more than two pages in length.

The calendar planning is new for communities this year to give you an overview of the planning timeline. Please submit only those forms that have a  in the upper right hand corner: Community Action Planning Forms Parts 1 and 2, Community Action Planning: Funding/Budget Plan Part 3. Communities who do not have existing funds may apply for a Mini-Grant Application. These forms are included in this guide for your reference. They will also be sent to you in a separate file for submission purposes.

For the Statement of Purpose, Action Plan Part 3, The Mini-Grant Application: Please follow the instructions in the AAFCS Communities Policies and Information Handbook.

Action Plan Part 1

1. Be sure to indicate the plan's overall objective(s).
2. Be sure to check ALL the strategic based outcome goals that will be addressed.
3. Check **all** the strategies by which you will achieve your outcomes.

Action Plan Part 2

1. Use landscape on your page setup for pages that are horizontal such as the action plan form.
2. Use Arial Narrow font for the best fit into the matrix.
3. Use the association's major outcomes to complete the Strategic Outcomes column on the left. Use a new row for each outcome you plan to accomplish.
4. If you need additional rows, highlight/copy/paste* a blank row, click where you want the row added. Go up to Table on the toolbar at the top of your screen, click on Insert, then "Rows Below."
5. If you have problems creating single spacing, go to Format in your tool bar, Click on Paragraph, go to spacing and set at "0 pt" either at Before and After.










*Shortcut to copy paste: Highlight what you need to copy, hold down the control button, click on "c" to copy, "v" to paste and "x" to cut.

Community Action Planning Calendar

Rationale: Successful achievement of strategic outcomes identified in the 2008-2013 AAFCS Strategic Planning Guide requires all Association groups to create yearly action plans focused on any or all of the strategic outcomes that best fit the purpose of the group. The template below standardizes communication timelines regarding this work. The completed Community Action Plan (CAP) and Funding Plan/Budget or Mini Grant Application will assist your group in the planning and implementation stages. When combined with those of other groups, your CAP will provide a picture of the intended actions and resources that will be directed toward achieving the designated outcomes. Additionally, the CAP will also be used to summarize results at the end of the program year for the Annual Report.

Timing and Responsibilities: Planning for ongoing communities needs to occur well in advance of the program year to allow adequate time for preparation and execution of the plan. Advance planning will encourage continuity of the work of your group from year to year to meet medium and long range outcomes. While the Leader is executing the current year's plan, the *Incoming Leader will focus on planning for the next program year and submit their Community Action Plan by Sept. 1. Their Plans will be confirmed early in the new year. **Note:** For newly forming communities-Statements of Purpose, Community Action Plans, and Mini-grant requests will be reviewed for approval at a subsequent board meeting following the September 1, February 1 or May 1 deadline.

The figure below depicts the planning steps, who is responsible for completing each step, and the timeline for expected completion of each step.

<h2>Calendar</h2>					
 Refers to new communities only					
	Jun/Jul, Aug	Sep, Oct, Nov, Dec	Jan, Feb, Mar	Apr, May	Jun/Jul, Aug
Leader	 Execute Current Action Plan April 30th Submit Annual Report for current program year				*NOTE: Length of leadership term varies within each community
Incoming Leader	Develop Action Plan for Next Program Year	<u>Sept. 1</u>  New Communities submit Statements of Purpose, CAP's & Mini Grants	<u>Feb. 1</u>  New Communities submit Statements of Purpose, CAP's & Mini Grants	<u>May 1</u>  New Communities submit Statements of Purpose, CAP's & Mini Grants	Execute Action Plan (Incoming Leader takes over as Leader)* 
Staff	<u>Aug. 1:</u> Submit Community Action Plan & Funding /Budget Plan or Mini Grant Request	Develop Operating Budget with Finance Committee Review CAP's, Funding/Budget Plans for ongoing communities  Review Statements of Purpose, CAP's & Mini Grant Requests for approval	Present Budget to Board for Decision Review Statements of Purpose, CAP's & Mini Grant Requests for approval 	Review Statements of Purpose, CAP's & Mini Grant Requests for approval 	
Finance Committee, Board					

AAFCS COMMUNITY ACTION PLAN (CAP) PART 1
To be completed and submitted each program year



Name of AAFCS Community:

Program Year:

Community Leader:

Phone:

E-Mail:

Plan's Overall Objective(s):

AAFCS Strategic Plan Outcomes-Based Goals that will be addressed: (check all that apply)

Goal Area 1: Knowledge and Skills are Applied for the Public Good - Members and customers are recognized for generating and applying research-based knowledge and skills gained through AAFCS to implement programming that addresses public issues and prevents, reduces, or eliminates persistent personal and societal problems.

Goal Area 2: AAFCS is Key to Success for Professionals in FCS – Members, customers and partners view engagement in AAFCS initiatives, networking and ongoing professional development and research opportunities as key to their professional success.

Goal Area 3: AAFCS Credentials are Highly Valued - AAFCS accreditation, certification and testing programs are recognized as valuable to individuals, educational institutions, and industries that prepare and employ preprofessionals and professionals engaged in the work of improving quality of life.

Goal Area 4: AAFCS Collaboration Effectively Leverages Resources - FCS allies collaborate to leverage organizational resources and achieve mutually desirable goals.

The Community will achieve its outcome(s) by: (check all that apply)

Providing opportunities for members to work together on common goals in person and/or virtually.

Developing and/or spreading new knowledge and/or professional involvement in addressing critical issues central to the profession.

Developing substantive interactions between AAFCS members and members of other relevant/related professional organizations.

Providing opportunities for crossing subject matter and professional practice boundaries to address substantive issues related to the mission of AAFCS.

Facilitating the interactions of professionals and students addressing common concerns/issues.

Facilitating an integrative focus in working with a variety of publics, decision-makers, and legislators.

Please detail your plans on the CAP and **Annual Report section to include strategic outcomes, strategic actions, participation, inputs, and evaluation measures. If applicable, also indicate how you intend to utilize volunteers, student unit volunteers/student liaisons, and other resources and how you will partner with other groups. Achieved outcomes and modifications are to be detailed in column at the far right as the year's evaluation. The completed section will serve as your **Annual Report due April 30th.

COMMUNITY ACTION PLAN (CAP) PART 2 and **Annual Report



Community: _____ Program Year: _____ Leader: _____
 Total Funds Requested/Budgeted: _____ **Total Funds Actually Utilized by 4/30/ ____: _____

Directions: Detail the community's action plan at the start of the program year using one row for each strategy. (See instructions for adding rows). Resubmit as the **Annual Report by completing the Achieved Outcomes & Modifications Column** to the far right by 4/30 at the end of the program year. This column** will initially be left blank and completed when the *Annual Report is submitted.

					**Annual Report
Strategic Outcomes*	Strategic Actions	Participation	Inputs Resources	Evaluation Measures	*Achieved Outcomes & Modifications
Outcome(s) group wishes to achieve	What is needed to reach the outcome(s) Include timing (month, year) and person responsible	Target Audience	Human (Volunteers/Partners) Financial	State in measurable terms	Complete by 4/30/ ____

Note: In the strategic outcomes column, simply copy/paste the applicable outcome (s) and their numbers from the list below to indicate alignment of activities with the AAFCS Strategic Plan: (1) Knowledge and Skills are Applied for the Public Good, (2) AAFCS is Key to Success for Professionals in FCS (3) AAFCS Credentials are Highly Valued , and (4) Collaboration Effectively Leverages Resources. *Indicate the amount of funds actually utilized at the top and report and submit achieved outcomes & modifications in the far right column for the **Annual Report due April 30th of the current program year.* * Indicate outcomes achieved with an **A** and outcomes in progress with a **P**. Use **NP**-No Progress. Please include plan/timing for future progress.

**COMMUNITY ACTION PLAN (CAP) PART 2
and **Annual Report (continued)**



Strategic Outcomes* Outcome(s) group wishes to achieve	Strategic Actions What is needed to reach the outcome(s) Include timing (month, year) and person responsible	Participation Target Audience	Inputs Resources Human (Volunteers/Partners) Financial	Evaluation Measures State in measurable terms	*Achieved Outcomes & Modifications Complete by 4/30/____
Intermediate Outcomes 2-3 years					
long Term Outcomes 4-5 years					

COMMUNITY ACTION PLAN (CAP) PART 2 **EXAMPLE** and **Annual Report



Community: *Healthy Eating* **Leader:** *Dr. Donna Diet* **Program Year:** *2010-2011*

Total Funds Requested/Budgeted: *\$500* ***Total Funds Actually Utilized by 4/30/ 2011:**

Directions: Detail the community's action plan at the start of the program year using one row for each strategy. (See instructions for adding rows). Resubmit as the ****Annual Report** by completing the Achieved Outcomes & Modifications Column** to the far right by 4/30 at the end of the program year. This column** will initially be left blank and completed when the *Annual Report is submitted.

Strategic Outcomes	Strategic Actions	Participation	Inputs Resources Human (Volunteers/Partners) Financial	Evaluation Measures	**Annual Report **Achieved Outcomes & Modifications Complete by 4/30/___
Outcome(s) group wishes to achieve	What is needed to reach the outcome(s) Include timing (month, year) and person responsible	Target Audience		State in measurable terms	
1. Knowledge and Skills are Applied for the Public Good 2. Collaboration Effectively Leverages Resources	August 15, 2010, April 30-2011 Creating an awareness of the fact that healthy food is not expensive through the creation and dissemination of a brochure that will aid low-income families with selecting and obtaining healthy food. Bob Jones	Select low income families who can be reached through partner and AAFCS community efforts	Partnering with the US Dept. of Agriculture, American Dietetic Association, and the AAFCS Community on consumer economics to produce and disseminate these brochures.	(1)100,000 brochures will be disseminated by April 15, 2011 (4) Funding will be sought	A =120,000 Brochures disseminated through health centers, Local vocational school printed brochures at lower cost. P =Funding for 50,000 additional brochures is being sought from Action for Healthy Kids

Note: In the strategic outcomes column, simply identify the outcome number to indicate alignment of activities with the AAFCS Strategic Plan: (1) Knowledge and Skills are Applied for the Public Good, (2) AAFCS is Key to Success for Professionals in FCS (3) AAFCS Credentials are Highly Valued, and (4) Collaboration Effectively Leverages Resources. *Indicate the amount of funds actually utilized at the top and report and submit achieved outcomes modifications in the far right column for the ****Annual Report due April 30th** of the current program year.* Indicate outcomes achieved with an **A** and outcomes in progress with a **P**. Use **NP**-No Progress. Please include plan/timing for future progress.

FUNDING PLAN/BUDGET or MINI-GRANT PROPOSAL AND BUDGET PART 3



1. Total funds to be used from this Community's existing pool _____

OR

2. Total mini-grant funds requested _____
(Include completed mini-grant funding application, see next page)

3. Other socially-acceptable funding:

Source _____

Amount requested _____

4. Self-sustaining fund development activities:

Source _____

Total revenue generated _____

Total funding (total from 1 to 4) _____

Proposed Budget (Describe below in detail):

AAFCS COMMUNITY: MINI-GRANT APPLICATION FORM



NOTE: This page is NOT for communities with existing funds

Name of AAFCS Community:

Community Leader:

For Program Year:

Phone:

E-mail:

AAFCS Community Mini-Grants are awarded on a competitive basis. Mini-grant proposals should be filled out and submitted electronically to the CCT at cct@AAFCS.org. The CCT will review all requests and recommend either approving or denying the request to the AAFCS Board of Directors. Requests received by August 1, February 1 or May 1 will be considered at the next scheduled meeting of the AAFCS Board of Directors. The intent of these grants is to encourage innovation and new initiatives by AAFCS Communities. Communities should not expend funds until they have been notified they have been awarded a Mini-grant.

1. What is the intended outcome/goal supported by the requested Mini-Grant funding and how will success be evaluated? (Submit completed Community Action Plan with Strategies – *Annual Report as explanation.)
2. How will Mini-Grant funds be used to support the Community's Action Plan? Include an estimated budget of how the mini-grant funds will be expended (Submit completed CAP with Strategies – *Annual Report as explanation.)
3. How does this proposed use promote the AAFCS Mission?
4. How does this proposed use address the AAFCS Strategic Plan and/or make a significant contribution to one or more of the AAFCS priority issues and goals articulated in the Strategic Plan?
5. Explain the potential of the Community's Action Plan to impact multiple groups within AAFCS, assist professionals and/or provide significant benefits for individuals, families, and communities?
6. Describe how requested funds will be used to promote collaboration of groups both within and outside of AAFCS to achieve the identified outcomes.

**AAFCS COMMUNITY ACTION PLAN (CAP)
SUPPLEMENTAL INITIATIVE**

(To Be Used When Initiatives Emerge During Year in Which Community Wants to be Involved)

Community: _____ Leader: _____ To Be Completed: Year: _____ Brief Description of Initiative: _____ _____	
Strategic Outcomes* AAFCS Outcome(s) related to initiative	
Strategic Actions What is needed to reach the outcome(s) Include timing (month, year) and person responsible	
Participation Target Audience	
Inputs 1. Resources Human (Volunteers/Partners) 2. Financial (list here and complete accompanying form)	
Evaluation Measures State in measurable terms	
**Achieved Outcomes & Modifications Completed 4/30/____	

Note: *In the strategic outcomes row simply copy/paste the applicable outcome (s) and their numbers from the list below to indicate alignment of activities with the AAFCS Strategic Plan: (1) Knowledge and Skills are Applied for the Public Good, (2) AAFCS is Key to Success for Professionals in FCS (3) AAFCS Credentials are Highly Valued, and (4) Collaboration Effectively Leverages Resources.

Annual Report due April 30th of the current program year. Indicate outcomes achieved with an **A and outcomes in progress with a **P**. Use **NP**-No Progress. Please include plan/timing for future progress.

FUNDING PLAN/BUDGET or MINI GRANT PROPOSAL AND BUDGET

1. Total funds to be used from this Community's existing pool _____

OR

2. Total mini-grant funds requested _____
(Include completed mini-grant funding application, see next page)

3. Other socially-acceptable funding:

Source _____

Amount requested _____

4. Self-sustaining fund development activities:

Source _____

Total revenue generated _____

Total funding (total from 1 to 4) _____

Proposed Budget (Describe below in detail):