

CHAPTER GUIDE

CHAPTER START UP

This is just a model. Every chapter is different, and progress will not all be the same.

Contact chapter support at chapter.support@usafa.org to discuss the possibility of starting up a chapter or fill out the [Start A Chapter Form](#). Chapter support will follow up with a phone call and email with chapter guides and resources.

- ▶ The AOG will assess the number of grads in the area and help identify the geographical locations that make sense to be included in the chapter (i.e. City of Dallas with 50-mile radius). Consider max drive for members (i.e. 45 minutes, 60 minutes).
- ▶ AOG will connect new chapter with an existing chapter with similar interests and goals for mentorship and guidance.
 - Learn how mentor chapter is organized
 - Discover what they do for their members and/or membership
 - Any additional advice and assistance
- ▶ AOG will connect new chapter with existing, local, AOG constituent groups (parent clubs, affinity groups, ALOs) for organizational experience.
- ▶ Host a chapter kickoff event. This can be as simple as a meet and greet at a local restaurant or hosting a dinner with a speaker. The AOG will help with the email blast announcing the chapter and help coordinate the event and determine best option for a kickoff.
 - During the event connect with graduates and/or other constituents and see who might be interested in helping create a chapter.
 - It is not necessary to have a large group of alumni to start an AOG chapter, but it is best to have 5-plus dedicated people to help create the chapter.
 - Following the event, AOG can send out an online survey to the attendees to determine the level of interest, possible chapter leaders, and what events people are most likely to attend.
- ▶ Establish a core group that want to contribute to creating a chapter.
 - Determine your purpose/mission for having a chapter (i.e. networking, community outreach, alumni events, service, etc.). This can transform over the years but defining your purpose will help guide future decisions and events.
- ▶ Create a Long Blue Line Portal. Having an online presence is a great resource for all constituents. Share information on upcoming events, photos, etc.
 - AOG provides free portal access, and training on how to navigate the platform efficiently

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- ▶ Host two or more events per year.
 - Fall is the perfect season for football watch parties
 - Spring is Founders Day season where chapters can celebrate the founding of USAFA (March-June)
 - Anytime is good for a service event (i.e. volunteer at homeless shelter, Habitat for Humanity, etc.)



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CHAPTER STRUCTURE/ORGANIZATION

*The procedures below have been developed for the convenience of people trying to establish a chapter, they are **not mandatory or required** format for success.*

CONSTITUTIONS AND BYLAWS

Constitutions and bylaws governing AOG chapters vary with the purpose of the chapter and with the wishes of its members. Experience shows that a successful chapter needs the formal structure that an organizational document provides.

An example set of bylaws can be provided upon request, please email chapter.support@aogusafa.org for a copy. The sample closely follows the wording and features of similar documents used by chapters already in existence. The sample serves as a reliable guide in matters of organization and activities.

Caution: Organizers should be aware that clubs and similar organizations are often subject to state law, and some states mandate specific requirements for organizational documents.

CHAPTER OFFICER DUTIES/LEADERSHIP

President

The President should preside at meetings and dinners of the chapter. He/she should sign written contracts and obligations of the chapter, nominate the chairmen of the committees established by the Board and provide for the appointment of other committee members. The President should also maintain liaison with the AOG and the chairmen of working committees. He/she should also participate in periodic national video conference calls and attend the annual Chapter President's Conference or appoint a representative if unable to attend.

Vice President

The Vice President should perform the duties of the President during the latter's absence. He/she may have other powers and duties as prescribed by the president.

Secretary

Duties included but not limited to the following:

- Keep the minutes of the chapter and Board of Directors meetings.

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- Notify chapter members of the affairs of the chapter.
- Conduct the chapter's correspondence; keep the records; prepare necessary reports, including annual reports; and keep the seal of the chapter if the chapter is incorporated.
- Annually publish rosters of current chapter officers, its Board of Directors (if applicable), committee chairmen and committee members, amendments to the chapter's bylaws, and similar information.

Treasurer

The Treasurer should be the custodian of the chapter's funds and shall:

- Establish required banking accounts for chapter.
- Disburse funds to defray expenses authorized by the chapter officers.
- Report the status of the funds at each meeting of the chapter or its Board of Directors.
- Have the accounts audited under the direction of the chapter officers before the Annual Business Meeting and at such other times as the Board may direct.
- Present an annual financial report to the Board for incorporation in the report of the Annual Business Meeting. If applicable, collect dues from members as foreseeable by the chapter officers.
- Raise sufficient funds for the chapter's foreseen needs.
- Coordinate special fundraising programs for such chapter special activities as supporting cadet extracurricular trips, athletic pre- and post- game receptions, or special admissions programs.

Networking Coordinator

The Networking Coordinator shall:

- Maintain liaison with the national AOG, local or regional parent clubs, and ALO leadership, to ensure that the chapter remains currently informed on matters related to the Academy and disseminate that information as appropriate to chapter members and to the general public through the chapter's networking program.
- Maintain a library of current information about USAFA for use by the chapter and its members.
- Update and maintain social media sites (at a minimum) on a monthly basis.

TERM LENGTH

The suggested term length for officers is 1-2 years or what meets the needs of the chapter

THIS IS JUST A GUIDE. BUILD THE TEAM YOU NEED WITH THE POSITIONS YOU REQUIRE. CAPITALIZE ON THE TALENTS OF THE VOLUNTEERS WHEN ESTABLISHING YOUR CORE GROUP.



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CHAPTER TAX EXEMPT STATUS

When the AOG started the Chapter Program, we wanted to make sure that each chapter fit the needs of its graduates. It was not the AOG's intention to dictate the formation of the chapter or the rules by which the chapter would run, but rather to provide this handbook as a framework that provides examples of the successful practices of other chapters. While studying the feasibility of becoming a parent 501(c)(3) with chapters affiliated with us as supporting organizations, it was determined that the AOG would be responsible for supervising and governing each chapter. We found that this structure would limit the autonomy of the chapters which were already formed. Please continue reading if you would like to learn how your chapter can file for a 501(c) status.

PROTOCOLS AND PROCEDURES

A chapter may wish to apply to the Internal Revenue Service (IRS) for designation as an entity exempt from federal taxation under the provisions of §501(c)(3) or (19) of the Internal Revenue Code. There is no federal requirement that organizations applying for federal tax-exempt status be incorporated under state law; however, state laws may vary as to the requirement. Certain advantages may accrue from an IRS determination that a chapter is tax-exempt. The chapter will generally be exempt from federal income tax. In most states, the chapter may also be exempt from state sales tax. Members and others who make donations to the chapter may be able to deduct the amount of their contributions in whole or in part from their gross income when computing their personal income tax liability. Finally, tax-exempt organizations may be able to use a reduced bulk postage rate for large mailings.

Those chapters whose annual gross receipts exceeds \$5,000 and who seek tax-exempt status must apply to the IRS for a determination letter and must pay a one-time "user fee." The IRS generally waives the determination letter and user fee for those chapters whose annual receipts are less than \$5,000. In that case, the chapter may simply declare its tax-exempt status without formal application. In either case, a chapter applying for or declaring tax-exempt status must apply for an Employer Identification Number (even if there are no employees).

A chapter should weigh the advantages of tax-exempt status against the user fee requirement. Chapters must pay a fee based on their average annual gross receipts indicated on Form 1023 with the application.

Of the two options, more chapters have found success as 501(c)19 rather than 501(c)3.

If you would like to speak to a Chapter that is 501(c)19 or 501(c)3 classified about pros and cons please email chapter.support@aogusafa.edu.



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Chapters considering applying for tax-exempt status should review the IRS publications and forms listed below online at www.irs.gov under "Charities & Non-profits." You can order forms and publication by calling 1-800-TAX-FORM (1-800-829-3676) or get most forms and publications at your local IRS office.

NUMBER TITLE

- Publication 557 Tax-exempt Status for Your Organization
- Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
- Form 8718 User Fee for Exempt Organization Determination Letter Request
- Form SS-4 Application for Employer Identification Number

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MAINTAINING A SUCCESSFUL CHAPTER

This is just a model. Every Chapter is different, and progress will not all be the same.

- Stay engaged with other Air Force Academy organizations and update the national AOG on a regular basis.
 - The AOG wants to share your good work and efforts.
 - The AOG's information is only as good as what we get back from chapters
 - To best support chapters we must stay connected.
- Develop a broad base of leadership and involve as many alumni groups as possible.
- Connect with fellow chapter presidents through Zoomielink to share your successes and other best practices. Join today at <https://zoomielink.usafa.org/>.
- Conduct regular meetings with chapter officers (quarterly minimum).
- Update Weebly website or Facebook Group with any new news or upcoming events. Make sure information listed on Weebly or Facebook is still current and applicable.
- Monitor and contribute to the Chapter President's Community Facebook group and/or Zoomielink Group. Join today at <https://www.facebook.com/groups/756406451369512/>
- Keep an up-to-date alumnus listing. At a minimum, request a new roster from the AOG 1-2 times per year.
- Host multiple (3-4) events throughout the year.
 - Promote and publicize your events through multiple outlets (i.e. email blasts, chapter events calendar, chapter website, and social media accounts).
 - Evaluate each event shortly afterwards. Identify reasons for success or lack of success.
- Be creative with events. Try and introduce 1-2 new events per year.
 - AOG can provide ideas for new events.
 - Introduce a variety of events to help engage as many grads as possible (luncheons, family friendly events, outdoor activities, physical activities, etc.).
 - Connect with other chapter presidents to see what events they are hosting.



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- Send a chapter representative to attend the annual Chapter Presidents Conference.
 - Conference is typically hosted the week of Parents Weekend (end of August).
- Participate in periodic national video calls for chapter presidents.
- Identify if mission created in year one is still valid and being executed.
- Increase membership and attendance at events. However, do not judge the success of your chapter purely on the number of alumni and friends attending one event. It's the whole program that counts.
- Stay involved with other USAFA affiliated groups in the area like ALOs and Parent Clubs.
 - Host luncheons or dinners for prospective candidates who have been identified by USAFA Admissions officials.
 - Support appointee send offs, typically hosted by local parents club.
 - Provide USAFA AOG chapter representation at college nights in local secondary schools. Coordinate with local ALOs.
 - Support of the local ALOs. Many chapters invite their local ALOs to join the chapter.
- Keep Chapter financially sound and stable.
- Recognize members for their hard work and dedication.
- Reach Distinguished Chapter status.
- Invite parents of alumni to become involved in chapter and chapter events.



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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



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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



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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 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. Submission requirements: Email name of chapter representative who attended conference and a copy of the report to 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 fiscal year (July 1st). 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

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**



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- **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. **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.

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- **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)**)



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HOW TO SET UP AN EVENT REGISTRATION

The Association of Graduates offers Chapters the opportunity to utilize our CVENT System for event registration for chapter events. This is free service to all Chapters. Our team will set up, manage, and handle payments that are collected through your CVENT registration site.

Funds collected in CVENT can be paid out once website has finished taking RSVP's. The Association of Graduates will ONLY pay the amount of funds collected on the website.

Payment is in the form of a check. If the check is being made out to the individual, the individual must provide proof of payment (receipt or invoice). To request a check please fill out the [Chapter Request Form](#).

Benefits of using CVENT

- Online payment processing. No credit card fees charged to Chapter.
- Professional design. We will customize your site for your event.
- Convenience. A chapter representative will manage event site. Chapter can request information on event at any time. This includes a report of sign ups, funds collect, meal choices, etc.
- Security. All online transactions are secure.

To set up a CVENT site please fill out the [CVENT Request Form](#) and include the following details.

- Event Title
- Brief description of event, why people should attend, or the agenda for the evening.
- When, Where the event is being held
- Cost of the event/items
 - (i.e. chicken meal costs \$20, steak meal costs \$35)
- Capacity of Event
- RSVP deadline for event and refund policy if Chapter wants one
- Data you want collected from grads
 - Class year, company, graduating squadron, and/or phone number
- How do you want funds paid out
 - Directly to an a person, the chapter, the cater or restaurant

See second page for CVENT registration example.



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[Summary](#) [Attendees](#)



Join the Red Baron Chapter as we celebrate the 70th Anniversary of the Berlin Airlift!

When: Monday, June 10th

Time: 8:30 AM - 6:30 PM, depart from North side Chapel parking lot via bus

Cost: \$35 for adults and children 12+; \$25 for children under 12

Come join us as we take part in the festivities surrounding the Anniversary of the Berlin Airlift at Wiesbaden Army Airfield. After departing Ramstein Air Base, we will head to the former Rhein Main Air Base to see the Air Bridge Memorial, commemorating the Berlin Airlift. There will be a short photo op here, before we head on to Wiesbaden Army Airfield to participate in the main activities. Approximately 40 WWII era aircraft will be on display, along with their aircrews. Activities throughout the day will include a USO Show Troupe reenactment, the USAFE 1940s jazz band "The Ambassadors", a memorial service, a parachute drop and a flight program with a simulated candy drop and C-47 formation flight. Some of the original aircrew will be in attendance, including Gail "Hal" Halvorsen, the original Candy bomber. You will learn all about the Berlin Airlift ("Operation Vittles"), how it came to be, and how it positively impacted thousands of German civilians in their hour of need.

POC: Ms Jo Anne Pinney, e-mail: USAFARedBaron@gmail.com, cell: 0171-684-2850.

Important Note: Attendees must be a DoD/DoDEA ID Card holder, i.e. must have base access privileges.

Registration will close on June 3rd at 5:00 PM.



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HOW TO PLAN A FOUNDERS DAY

*Please note this is only a template, this is not a mandatory format for Founders Day.
We encourage your Chapter to think outside of the box.*

- Pick a venue. The space should accommodate your party (large or small) and be private or semi-private. Hotels, restaurants, breweries might be good places to look.
- Pick a menu. Buffet style or plated work just fine. It doesn't need to be fancy, just have a good time with good food. A formal dinner is not required.
- Invite your local parent club and new appointees.
- Set up a CVENT to collect funds for dinner and RSVP's. AOG can set this up for you and send out email blasts inviting grads.
- If you are a Distinguished Chapter you will receive \$250 toward your Founders Day. These Chapters can use the money towards decorations, the cost of the guest speaker's/appointees' meal(s), provide a drink for guests, or lower the cost in general for each attendee. The chapter has the flexibility to utilize this money as they see fit.
- If you are a Distinguished Chapter you receive a \$300 merchandise credit to the AOG store (if you haven't used it already) which can be used towards raffles or giveaways. Membership discount does not apply because it is for the chapter, not an individual.
- Set an agenda for the evening.
 - ✓ Check In
 - ✓ Cocktail Hour, Guest Speaker can float and talk to guests one on one
 - ✓ Dinner Time
 - ✓ Guest Speaker, formal speech to address everyone
 - ✓ Closing remarks, maybe give history about the meaning of Founders Day to parents and appointees.



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If you would like to discuss this in more detail, please call Karina at 719-247- 8700

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HOSTING VISITING CADET TEAMS AND CLUBS

Each year, cadet teams and clubs participate in trips throughout the United States. In many cases, the teams and clubs need assistance (food, lodging, transportation, etc.). By providing such assistance, chapters have established themselves as a tremendous resource for the Air Force Academy. In turn, chapters reap the benefits of interaction with today's Air Force Academy cadets.

HOW TO FIND OUT IF A CADET TEAM OR CLUB IS VISITING YOUR AREA

You can get information about the schedules of teams and clubs from several sources.

For Cadet Sports, USAFA Athletics has created a monthly composite schedule that features all sports both male and female. Now in one location you can view all AF teams that might be coming to your area. If you see a team you would like to support, please reach out to chapter.support@aogusafa.org. The AOG will work with USAFA to establish contact and determine level of support needed.

[Athletics Composite Schedule](#)

If you are interested in hosting a Cadet Club, please contact chapter.support@aogusafa.org. We will work directly with USAFA staff on establishing contact and determine when and which clubs are coming to your city.

DETERMINING TEAM OR CLUB SUPPORT REQUIREMENTS

Most teams require two essentials while traveling: food and lodging. In cases where the funding for these is limited, chapters may be in a position to help. Often, transportation assistance may also be required. The AOG will work directly with USAFA and team coach/POC to determine what support is needed and what support the Chapter is willing to and can provide.

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LINKEDIN ALUMNI TOOL

The LinkedIn Alumni Tool is a great resource for recruiting grads for your Chapter but also a great way to network! There are many search options like Where they Live, Where they Work, What they Studied, etc. Below are two examples/scenarios of how to benefit from using this tool.

Scenario 1: You are starting a new Chapter in Atlanta and need to find members to be part of your board. You can search LinkedIn for grads that indicate they live in the area. You can easily review their work/education history and see if they would be a good fit for your chapter. If you like what you see, send them a message via LinkedIn!

Scenario 2: You or a member of your Chapter is currently on the job hunt and would like to work at Booz Allen Hamilton. Under the section "Where they Work" select Booz Allen Hamilton. LinkedIn will pull a list of grads that indicate that they work there. Look through the list and see if you know anyone, if not find someone you would like to reach out too. Next send them a personalize LinkedIn message, grad to grad.

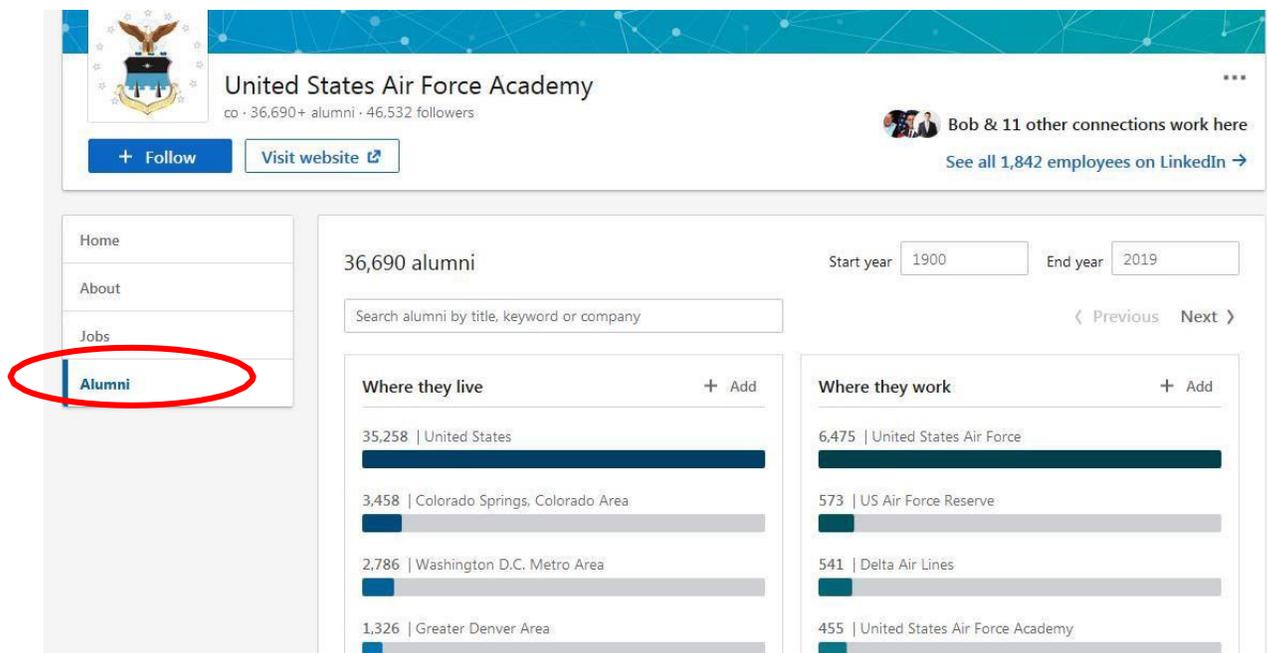
Step By Step Guide On How To Use The Alumni Tool.

Step 1. Log on to LinkedIn. Search for the United States Air Force Academy. See image below.

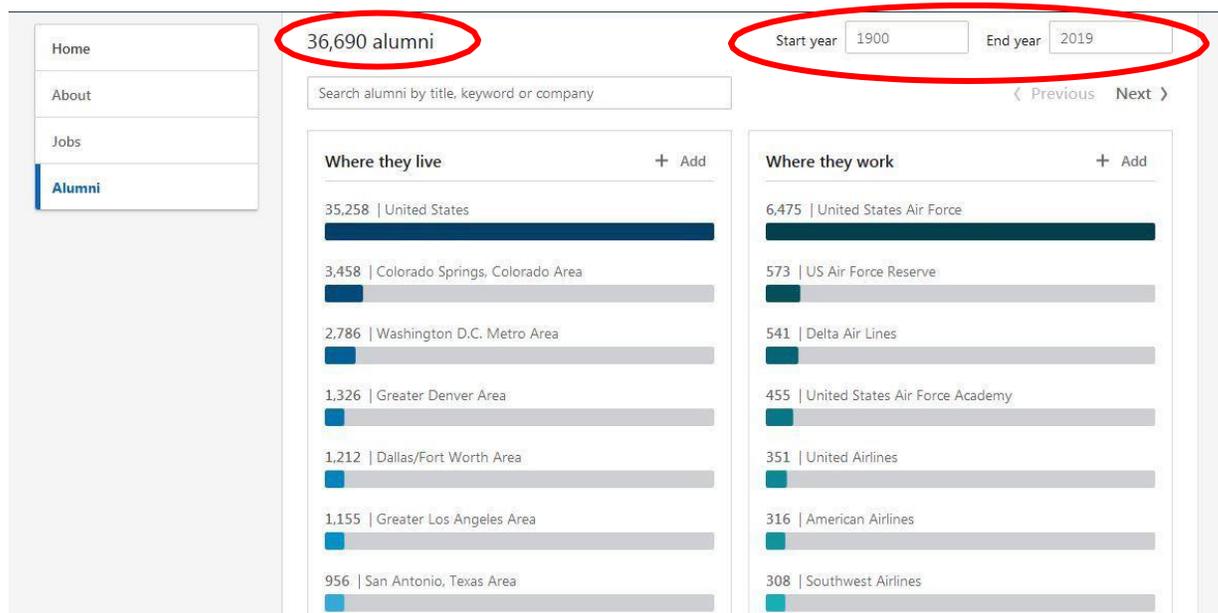
The screenshot shows the LinkedIn profile for the United States Air Force Academy. The header includes the academy's logo, name, and follower count (36,690+ alumni, 46,532 followers). Below the header are buttons for 'Follow' and 'Visit website'. The main content area is divided into three sections: a left-hand navigation menu with 'Home', 'About', 'Jobs', and 'Alumni' tabs; a central 'Overview' section with text describing the academy's facilities and mission; and a right-hand section featuring a job posting advertisement for 'TALENT SOLUTIONS' with a 'Start job post' button.

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Step 2. Click the Alumni tab on the left hand side of the webpage. See image below.



Step 3. Currently there is 36,690 alumni on LinkedIn. You can search by year on the top right corner, highlighted below. (Good way to connect and find young alumni)



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Step 4. If you click one of the fields below like the Greater Denver Area, grads will be loaded at the bottom of the page that fit that profile.

Greater Denver Area × Clear all

Where they live	Where they work
9,339 United States	45 United States Air Force
2,071 Colorado Springs, Colorado Area	7 US Air Force Reserve
429 Washington D.C. Metro Area	5 Air Force Space Command
361 Greater Los Angeles Area	4 Lockheed Martin

Show more ▾

 Eric Jesse · 2nd Project Leader at The Boston Consulting Group '08 Operations Research	 Luke Preslar · 1st Nuclear and Missile Operations Officer Co-Foun... '15 Economics	 Jeffrey E. · 2nd Sr. Transformation Consultant at Myrtle Consulting Group '09 Systems Engineering Ma...	 Kevin Horn · 2nd Implementation Coach & Consultant at McKinsey & C... '11 Mechanical Engineering
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Step 5: To search different fields like "what they studied" or "what do they do". Click Next in the top right corner. Highlighted below.

36,690 alumni

Start year 1900 End year 2019

Search alumni by title, keyword or company

< Previous **Next** >

What they do	What they studied
9,114 Operations	4,674 Business Administration and Management, General
6,421 Business Development	1,954 Aerospace, Aeronautical and Astronautical/Space En...