

Policy and Procedures
for
General Bernard A. Schriever Los Angeles Chapter 147 Air Force Association
Complimentary Memberships and Framed Award Certificates

1. Eligibility. The following categories of individuals are eligible to receive a complimentary Air Force Association membership, courtesy of the Chapter.
 - a. All Los Angeles Air Force Base quarterly and annual individual award winners. (Team award winners are excluded.)
 - b. All Los Angeles Air Force Base Schriever Chapter Scholarship Winners
 - c. All Cadets in Schriever Chapter Sponsored ROTC Units who have completed one semester of ROTC instruction. (This category of complimentary membership is implemented on a one year trial basis until September 24, 2009 at which time the Board of Directors will review the matter and decide whether to continue, modify or terminate this program.)
 - d. All Salute to SMC individual award winners. (Unit/team award winners are excluded.)
2. Existing Air Force Association members.
 - a. If an eligible recipient is already an Air Force Association member, they can designate someone else to receive the complimentary membership.
 - b. If an eligible recipient has already received a complimentary membership from the Chapter within the past year, they are not eligible for another complimentary membership and may not designate someone else to receive the membership.
3. Funding. All complimentary memberships will be funded from the Membership Committee budget. Framed certificates for Los Angeles Air Force Base Quarterly and Annual Award Winners will be funded in the Awards Committee Budget.
4. Responsibilities and Procedures.
 - a. The Military Affairs Chairperson will provide the Military Membership and Awards Chairpersons a list of all individual Los Angeles Air Force Base Quarterly and Annual Award Winners. The Military Membership Chairperson is responsible to collect the information needed for the complimentary memberships from the winners.
 - b. The Awards Chairperson is responsible to create Frame Certificates commemorating all individual Quarterly and Annual Awards and provide them to the Military Membership Chairperson for distribution.

- c. The Schriever Education Foundation Chairperson will collect the information needed for the complimentary memberships for scholarship winners and provide that information or completed membership applications to the Membership Chairpersons.
- d. The Education Committee Chairperson will collect the information needed for the complimentary memberships for ROTC Cadets and provide that information or completed membership applications to the Membership Chairpersons.
- e. The SMC Salute Chairperson will provide the names of all Salute winners to the Military Membership Chairperson. The Military Membership Chairperson is responsible to collect the information needed for the complimentary membership from the winners.
- f. The Membership Chairpersons will provide all completed complimentary membership applications to the Treasurer who will prepare a check for the appropriate amount and dispatch the completed package to AFA National for processing.