AFFINITY GROUP SUPPORT SERVICES

AFFINITY GROUP DIRECTORY
• If the Affinity Group is approved, the AOG will include the group’s information on the AOG Affinity Group site. AOG Affinity Groups

NEWSLETTERS
• If the Affinity Group is approved, the AOG will include a notice about the new Affinity Group in the following month’s Zoomienews/7258’ Newsletter that are sent out.

• In January and July of the current year, the AOG will send out a survey to graduates about Affinity Groups. Individuals that have an interest in joining or learning about a particular Affinity Group(s) can complete the survey, releasing information (name, phone number, email, class year) to be contacted by groups selected.

EMAIL SERVICES
• AOG can send out email(s) on your group’s behalf to advertise your Affinity Group events.
  − Takes up to 5 days to be sent.
  − Limited to 3 events per calendar year.
  − The AOG has the ability to send emails to individual classes or all alumni. The AOG does not have the ability to send to specific demographics.
  − To request an email blast please fill out the Email Request Form

EVENT SUPPORT SERVICES
• AOG offers event support to Affinity Groups through a software platform called CVENT.
  − CVENT can collect RSVP’s, funds, donations, meal choices, class years, etc.
  − Easy way to organize large events (20 people or more).
  − AOG will create and manage CVENT site for Affinity group. Affinity Group can request information on event including a report of sign ups, funds collect, meal choices, etc.
  − Funds gathered in CVENT can be sent to the Affinity Group, individual, or supplier directly.
  − 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 issued to an individual for reimbursement, the individual must provide proof of payment (receipt or invoice).

AFFINITY GROUP CALENDAR
• Affinity Groups will have a calendar separate from the AOG Master Events calendar where Affinity Group events are listed and can be searched.
  – Calendar will be featured on the main landing page for Affinity Groups.
  – To have an event posted, email affinitygroup.support@aogusafa.org with the following minimum details: Event Date, Time, Location, Event registration list, Event POC.

AFFINITY GROUP WEBSITES
• AOG provides standard Weebly websites to Affinity Groups at no cost to the group.
  – Affinity Groups can customize a website to fit their needs and skill level.
  – AOG offers a user-friendly template that makes setting up a website an easy process no matter what skill level along with tutorial videos.
  – Affinity Groups will have access to an AOG representative for Weebly support who can help with additional questions.
  – To create a Weebly website or for more information please contact affinitygroup.support@aogusafa.org

SPEAKER REQUESTS FOR AFFINITY GROUP EVENTS
• AOG will assist as able in getting a speaker for Affinity Group related events across the nation.
  – Speaker requests can include AOG staff as well as USAFA staff and faculty.
  – It is highly recommended to put in the request three months prior to event date.
  – To request a speaker please fill out the Speaker Request Form