

AFPAAA Annual Conference Application

This form is to be completed and submitted to the AFPAAA Board of Directors at least two years in advance of the requested annual conference year. Each submitting committee will be required to provide a detailed presentation to the board, either in person or via tel/con, which will evaluate all applications received for that year and select a conference site. Notification of the date when the Board will consider annual conference applications will be printed in the Newsletter and on the AFPAAA website. Each conference application committee must provide the AFPAAA vice president with either a paper and/or electronic copy of the conference application at least three weeks prior to the Board meeting to allow time for distribution to Board members. Submitting committees are encouraged to be as creative as possible, but application must contain responses to the questions in this form. Failure to provide this information may result in non-consideration by the Board.

As a 501(c) (19) of the Internal Revenue code, the IRS has determined that AFPAAA is a Veterans Organization under the laws of most states. As such, all purchases by AFPAAA in association with an annual conference can be exempt from sales and use taxes if a State Certificate of Exception is applied for granted by that state. All submitted applications must include a statement that the Certificate of Exception has either been applied for, has been received or is not applicable to their particular state. Failure to comply with this procedure may result in non-consideration of the application by the board.

1. Conference Year: _____

2. Suggested Dates: _____

3. Names of Conference Chair, Committee Members, and Contact Information:

4. Recommended Conference Hotel, Address, Phone Number:

5. Conference Hotel Room Rate:

6. Name, Proximity of Conference to USAF Facility

7. Suggested Conference Program/Activities/Tours/Briefings

8. Transportation Issues:

9. Potential Sponsors:

10. Suggested Social Events:

11. Suggested Memento and Cost:

12. Please verify that a State Certificate of Exception, as explained above, has been:

- (a) Applied for in the state of _____
- (b) Already received and approved by the state
- (c) There is no state sales tax in the state of _____

13. Please Include Any Additional Pertinent Information:
