

# AFAP VOLUNTEER NOMINATION FORM

## FORT MCCOY FY20 AFAP CONFERENCE

### GENERAL INFORMATION *(Check all that apply)*

<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Enlisted Military <input type="checkbox"/> Spouse of Enlisted Military	<input type="checkbox"/> Retired Military <input type="checkbox"/> Spouse of Retired Military
<input type="checkbox"/> Married <input type="checkbox"/> Single	<input type="checkbox"/> Military Officer <input type="checkbox"/> Spouse of Military Officer	<input type="checkbox"/> Civilian Employee <input type="checkbox"/> Spouse of Civilian Employee
<input type="checkbox"/> Dual Military <input type="checkbox"/> Single Parent <input type="checkbox"/> Youth	<input type="checkbox"/> Surviving Spouse of one of the above	

### DELEGATE INFORMATION

Surname: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Rank:	
Last Name:	First Name:	MI:	Grade or Rank:
Rank of Military Sponsor / Spouse:	How You Would Like Your Name Printed On Your Nametag (First Name Only):		
Do you need childcare? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require special dietary consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type:		

### WORK INFORMATION

Organization:		
Address:		
City:	State:	Zip:
Work Phone:	E-mail:	

### HOME INFORMATION

Address:		
City:	State:	Zip:
Home Phone:	Cell:	
E-mail:		

### YOUR CONFERENCE PARTICIPATION PREFERENCE:

☐ Delegate ☐ Facilitator ☐ Recorder ☐ Transcriber ☐ Issue Support Person

### HAVE YOU PARTICIPATED IN A PRIOR AFAP CONFERENCE?

INSTALLATION: \_\_\_\_\_ MACOM: \_\_\_\_\_ DEPARTMENT OF THE ARMY: \_\_\_\_\_  
 Capacity: \_\_\_\_\_  
 Year(s): \_\_\_\_\_

### AGREEMENT:

I, \_\_\_\_\_ agree to attend a 2-hour AFAP training and participate in the Fort McCoy AFAP Conference.

Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

DATA REQUIRED BY THE PRIVACY ACT OF 1974: AUTHORITY: 5 USC 301, 10 USC 3013. PRINCIPLE PURPOSE: Identification of participants in the Army Family Action Plan Conference. ROUTINE USES: Used to record the names and addresses of attendees at the Army Family Action Plan Conference for future reference. Disclosure is voluntary. If the required information is not provided, registration for the conference is not possible.

**Submit completed nomination form to Army Community Service, Building 2111.**



# VOLUNTEER JOB DESCRIPTIONS

**Delegate:** A person selected to represent the interests and concerns of the Army's constituency. Delegates evaluate and prioritize issues and make recommendations for resolution. Members include Soldiers, Retirees, DA Civilians, and Family members.

**FRTIs:** Facilitators, Recorders, Transcribers, and Issue Support persons

**Facilitator:** A volunteer who manages the conference work group in reviewing, developing and prioritizing issues. Facilitators keep the group focused, encourage participation by group members, and ensure products are submitted on time.

**Recorder:** A volunteer who captures the changes to the Issue slides to assist delegates in tracking their ideas and decisions. The recorder provides a final copy of reworded issue slides. Recorders must have computer experience in PowerPoint presentations.

**Transcriber:** A volunteer who assists the group by taking computer notes of the day's discussions to allow for review or clarification. The transcriber prepares the draft and final copies of Issue Dispositions during the AFAP conference. Transcribers must have computer experience as well as background experience in recording meeting minutes.

**Issue Support Person:** A volunteer who researches the HQDA and Fort McCoy AFAP Issue Update Books for issues that may be a duplicate or related to an issue the group is currently discussing. They ensure the group follows the established guidelines when developing the issues and preparing the disposition papers. Issue support persons should have strong organizational and writing skills.

**Subject Matter Expert:** A representative with knowledge and background information on an issue who can advise the group in developing appropriate solutions or suggest alternate courses of action.

**Observer:** An individual with an interest in observing the proceedings to validate the process. An observer stays in the background and remains silent.