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February 5, 2008

TO: Chapter Presidents, CAFA Officers, and Committee Chairs

SUBJECT: Call for Nominations for the 2008 CAFA Awards

One of the most important functions that chapter and state leaders perform annually is the nomination of all the hard working individuals and chapters around the state to be recognized for their contributions by being presented awards at the annual state convention. This recognition process needs to start now, as it is critically important to meet the deadlines for submission of nominations as outlined in this letter.

This year, nominations made by the chapters should be forwarded, preferably by e-mail, to their Area Vice President with a copy to me at ckammons@gmail.af.mil to arrive no later than May 6, 2008. The Area Vice President should then check for their accuracy and completeness, endorse the forms and forward them to me to arrive no later than May 13, 2008. The CAFA Awards Committee will then meet on May 31 to review all nominations and select the individuals and organizations that will be recognized at our state convention. Nominations made by someone other than a chapter should be sent directly to me to arrive by May 13, 2008. Please adhere to these suspense dates in order to allow time for the follow-on steps of selecting and notifying the winners and obtaining the appropriate plaques and trophies.

Eligibility for a CAFA award nomination is open to any person or CAFA chapter who has advanced the goals of the Air Force and the AFA in our chapters, communities, and in our schools. Any CAFA member or chapter may nominate any other member or chapter in CAFA for an award. Additionally, non-members and civilian organizations may be nominated for appropriated awards, as designated by the CAFA Awards Committee.

A description of the CAFA awards is enclosed that you should use as your criteria in selecting nominees. Nominations must be on the enclosed form or if using a word processor or e-mail, use the exact same format. Please make your justifications brief and to the point and keep them within the half-page provided on the form. Reproduce the forms as necessary.

Nominations for the National Awards Program are handled separately but their due date this year is close to the CAFA awards due date, so that they can be worked concurrently.

The State Awards Program and the National Awards Program are two excellent ways to recognize our members, chapters, and supporters who have labored in the trenches throughout the year. Let's make the 2008 CAFA awards the best yet for placing our deserving members and chapters in the limelight. It is up to you to pass this call for nominations on to your chapter personnel, so don't delay. Call your Chapter Awards Chairman and/or Chapter Board Members now and start your nomination process rolling.

To summarize the due dates:

Chapter nominations to the Area Vice Presidents: **May 6, 2008**

All nominations to Awards Committee Secretary: **May 13, 2008**

Thank you for your support of these important annual CAFA awards.

Sincerely,

C. Kevin Ammons
CAFA Awards Committee Secretary
California Air Force Association

2 Enclosures

1. CAFA Award Description
2. CAFA Award Form