NGPA Local Chapter Handbook

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Contents

A Note from the Executive Director

Dear Chapter Volunteers,

On behalf of the National Operations Team, thank you for taking on a leadership position within your chapter. The soul of NGPA resides within its dedicated volunteers like yourself who work to deliver our mission to the LGBTQ+ aviation community. For many members, local chapters are the primary outlet to a support system of like-minded aviators, and it is through the support of chapter leaders that members with shared passions can connect. Whether it be through meet ups at a local establishment, touring an air traffic control facility, participating in pride, or beyond, I encourage you to take advantage of the many resources available as a chapter leader, and not to hesitate to reach out for any assistance. My team is available to help and looks forward to supporting our growing family.

Justin Ellixson-Andrews
Executive Director, NGPA

Quick Access Links

Chapter Leaderboard	**Chapter Signup Page**
Volunteer Directory	**Event Submission**
Quick Ref Guide	**Receipt Submission**

About the NGPA

Mission

Our mission is simple: to BUILD, SUPPORT, and UNITE the LGBTQ+ Aviation Community worldwide.

Our Story

Over thirty years ago a handful of gay pilots discreetly gathered in Provincetown, Massachusetts. They coordinated their meeting by responding to an ad and agreeing to wear an aviation themed t-shirt in order to identify each other. Anonymity was maintained by not using any last names since they risked losing their jobs or dishonorable discharge from the military for being gay. This was the first NGPA event. It's from these humble beginnings that a global movement was born.

Today, the NGPA is the largest organization of lesbian, gay, bisexual, transgender, and queer aviation professionals and enthusiasts from around the world. Since 1990 our mission has been simple: to Build, Support, and Unite the LGBTQ+ Aviation Community worldwide. Through education, social events, and outreach we advance our primary goals:

PROMOTE aviation safety.
PROVIDE an affirming social and professional network for the LGBTQ+ Aviation Community.
FOSTER equal treatment of the LGBTQ+ Aviation Community through advocacy and outreach.
ENCOURAGE members of the LGBTQ+ Community to begin careers in aviation.

Membership

The NGPA is more than just four letters, it represents an ever-growing community of LGBTQ people with a passion for aviation. New memberships and renewals can be done at ngpa.org/membership. We require that all volunteers maintain an active membership with the NGPA. Standard memberships have a duration of one year from the point of purchase. In mid-2020 NGPA launched an option for auto-renewal which utilizes recurring charges once every year for the standard membership fee.

- Individual Membership: $59
- Family Membership (for two people residing at the same mailing address): $89
- Student Membership (student enrolled in a full-time flight training program at a community college, university, or flight school.): $25
- Ally Membership (for those who wish to support the LGBT aviation community through the resources of the NGPA): $59
- Lifetime: $1,200 (lifetime membership to the NGPA and some special perks)

Volunteer Directory

NGPA's Volunteer Directory is a great way to identify and learn about different departments and volunteers for inter-committee coordination or discussions. Use the button below to access the volunteer directory.

Volunteer Directory

Operational Overview

Board

The [Board](#) serves to guide the organization through ideas, strategic planning, and by creating a vision for the leadership to follow. The Finance and governance committee serve as board committees that report directly to the board. [Click here](#) to view the listing of current board members.

Executive Director

The Executive Director reports directly to the board. This role serves as the leadership for the NGPA and facilitates the board's vision in many different aspects of the organization. All operational committees of the NGPA report to the Executive Director.

Director of Operations

The Director of Operations reports directly to the Executive Director and manages the day-to-day aspects of the organization. The Director of Operations also helps support committees and projects in coordination with committee chairs and leadership.

Advocacy Advisory Council (AAC)

The AAC works with the Executive Director as well as committees and groups within the NGPA to proactively fight against homophobia and transphobia in aviation.

Aeromedical Support

A confidential resource for NGPA members with health concerns that could affect their ability to hold a pilot medical certificate.

Ally Engagement Committee

An operational committee for the support and engagement of straight ally members in the NGPA.

Business Aviation Committee

The NGPA Business Aviation Committee works to connect the existing members of the NGPA who fit in the Business Aviation community as well as recruiting more members to join our side of the industry.

Chapter Support Committee

An operational committee for support, resources, and community building assistance for all NGPA chapters.

General Aviation Committee

The NGPA General Aviation Committee works to connect the existing GA-oriented members of NGPA as well as recruiting more members from the LGBTQ+ community of pilots and aviation enthusiasts.

NGPA Cares

An external partnership and [proactive peer-to-peer support program](#) designed to manage and mitigate the acute stress associated with incidents, accidents, grief, or trauma. Information is kept strictly confidential.

Development Committee

An operational committee tasked with managing, monitoring, and facilitating donations to the organization, including those which fall under the flight deck and legacy program.

Inclusion Training Team (ITT)

Every company, airline, and school struggles differently with inclusion and diversity. Our ITT is a customized team positioned to travel onsite to meet with leaders of organizations struggling with inclusion and diversity. The ITT was created in 2018 to address the needs of providing training to organizations beyond summits.

National Events Planning Committee

An operational committee that plans and oversees our Flagship Events: Palm Springs Winter Warm-Up, The Cape Cod Classic, and other National events.

Finance Committee

A board committee managed by the organization's treasurer which monitors, maintains, and plans the finances for the organization.

Governance Committee

A board committee tasked with administration of NGPA bylaws, which supports a healthy system of checks and balances to assure the integrity and responsibility of the Association.

Marketing Committee

An operations committee in charge of the NGPA social media accounts, branding, and all other organizational marketing.

Membership Committee

NGPA membership committee currently oversees and helps members with account information, membership resources, magazine mailing preferences, and renewals. Membership/member services is an operational function of the NGPA.

Mentorship Committee (Ascend)

A committee and program which pairs experienced mentors with students and mentees looking to seek advice from someone as they navigate their schooling and upcoming career.

Publications

The publications Team is an operational committee which creates and publishes the *Contrails* publication. *Contrails* is our larger quarterly print publication.

Scholarship Committee

The Scholarship Selection Committee is tasked with facilitating scholarships, taking applications for scholarships, and selecting scholarship winners in a detailed and unbiased process. The committee chair then works with leadership and sponsors to facilitate the payment, awarding, and publication of the winners.

Transgender & Non-binary Committee

The Transgender & Non-binary committee is an operational committee providing support, guidance, mentorship, and advocacy for the transgender aviation community. NGPA also hosts an annual Transgender Social Weekend event.

University & Flight Schools Support Committee

The leader for the university chapters & Flight Schools committee work with the chapters to facilitate the creation, support, and guidance to the chapters as they form and expand.

Women's Committee

The Women of NGPA is an operational committee that oversees women memberships, provides resources and support, and creates events focused on the women members of NGPA. This Includes the NGPA presence at the Women in Aviation Conference held annually.
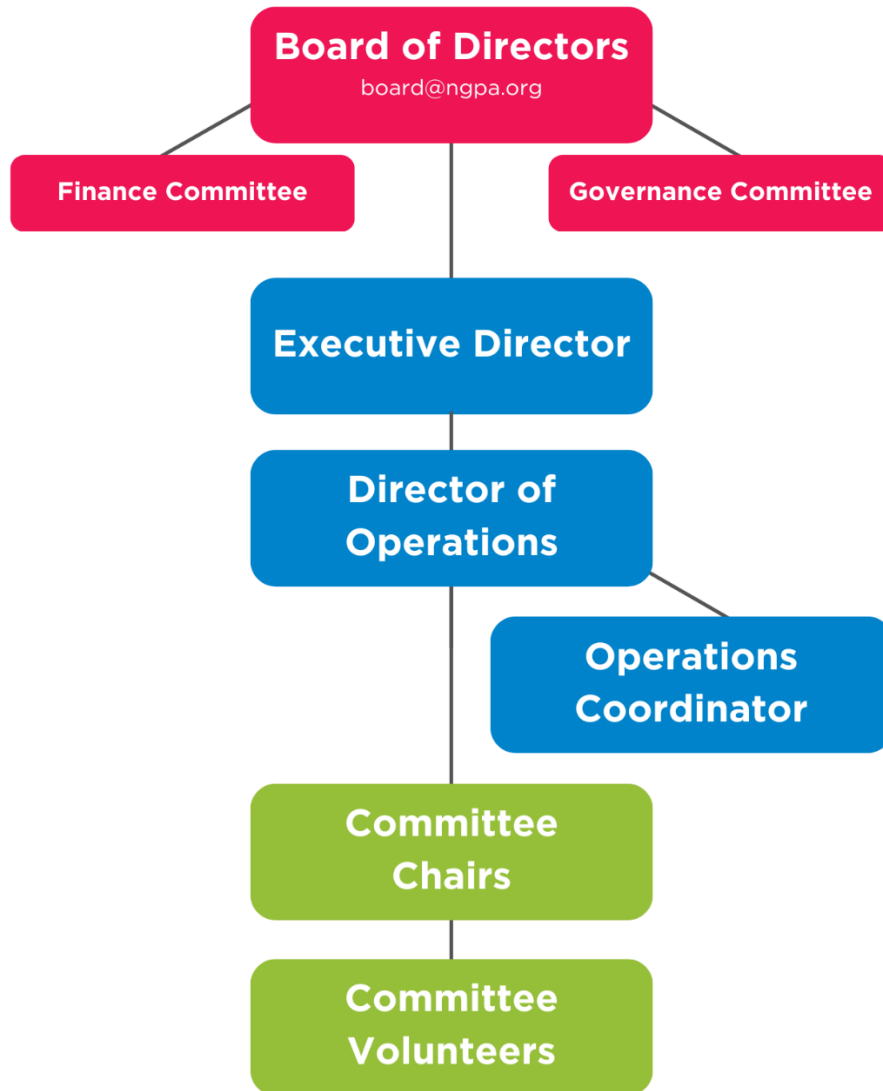
Vertical Aviation Committee

The NGPA Vertical Aviation Committee works to connect the existing vertical-aviation members of NGPA as well as recruiting more members from the LGBTQ+ community of this swiftly emerging aviation sector.

Organizational Chart

Organizational Structure Chart

```
                    Board of Directors
                       board@ngpa.org

   Finance Committee              Governance Committee

                    Executive Director

                    Director of
                    Operations

                              Operations
                              Coordinator

                    Committee
                    Chairs

                    Committee
                    Volunteers
```

Organizational Structure Details

- The Board oversees and manages the Executive Director role.
- The Executive Director manages all other staff and volunteers directly.
- Board committees (Finance & Governance) are the only committees overseen directly by the board. All other committees are known as operational committees.
- Operational committees are managed by the Executive Director of the organization.
- The Director of Operations and staff work to support the Executive Director in overseeing all operational committees.

![NGPA logo] **The Worldwide LGBTQ+ Aviation Community**

Our Chapters

Chapters Map
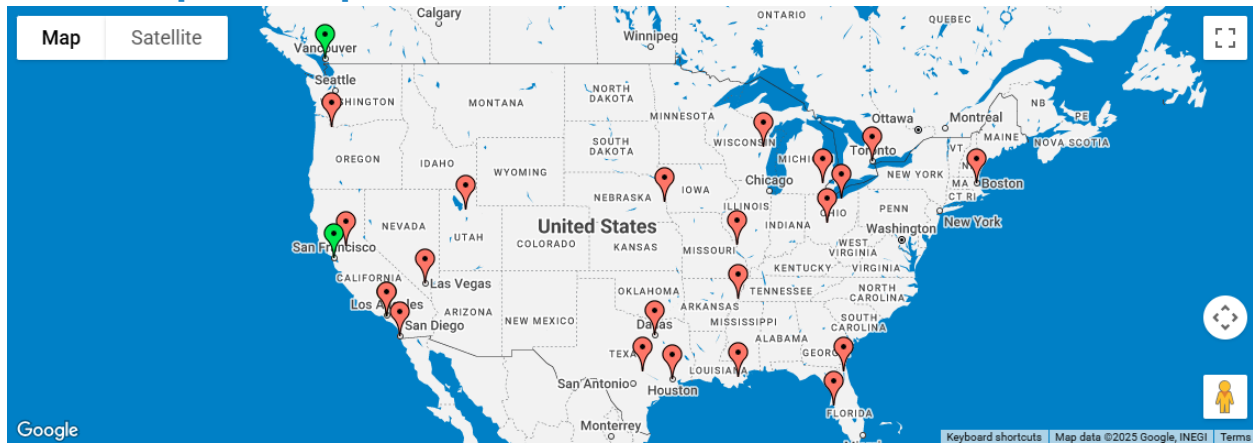
List of all chapters

NGPA Alaska

NGPA Arizona - Cactus Flyers

NGPA Atlanta - Stick and Rudder

NGPA Austin - Blue Bonnet Flyers

NGPA Australia

NGPA Boston - New England Flyers

NGPA Canada

NGPA Charlotte - Queen City Flyers

NGPA Chicago - Windy City Flyers

NGPA Cleveland - Rock & Roll Aviators

NGPA Columbus - Arch City Flyers

NGPA Dallas - Metroplex Flyers

NGPA Denver - Mile High Flyers

NGPA Detroit - Motor City Flyers

NGPA Honolulu - Aloha Flyers

NGPA Houston - Gulf Coast Flyers

NGPA Jacksonville - River City Flyers

NGPA Kansas City Flyers - Heartland Flyers

NGPA Las Vegas - Sin City Flyers

NGPA Minneapolis/ St. Paul Twin City Flyers

NGPA New Orleans - Big Easy Flyers

NGPA New York City - Gotham Flyers

NGPA Orlando - Citrus Wings

NGPA Philadelphia - Liberty Fliers

NGPA Portland, OR - Rose City Flyers

NGPA Puerto Rico

NGPA Sacramento - Capital City Aviators

NGPA Saint Louis

NGPA San Diego - Lindbergh Flyers

NGPA Seattle - Cascade Flyers

NGPA South Florida - Mach1 Flyers

NGPA Tampa

NGPA Utah - Wasatch Wings

NGPA Washington DC - Out on the Runway

NGPA Wisconsin

NGPA Mexico

NGPA LA - La La Land Flyers

NGPA Memphis - Blues City Flyers

NGPA Omaha - Cornhusker Flyers

Chapter Roles

Chapter Volunteers fulfill the roles described below. In smaller chapters, the roles can be served by one person, usually the Local Chapter Director. This can create a lot of work for one person, so the framework below offers a breakdown of roles for multiple volunteers. LCDs have the flexibility to add roles to the organization such as a DE&I Coordinator, Pride Coordinator, or General Aviation Coordinator.

Co-Chairs, National Chapters

The Co-Chairs, National Chapters act as a hub and resource for chapter leaders to connect, learn, and ask questions. They work on the Org level Operations team and help facilitate questions, resources, and needs for chapter leaders.

Eric Mann | eric.mann@ngpa.org
Cole Kerns | cole.kerns@ngpa.org

Local Chapter Director (LCD)

The Local Chapter Director serves as the main point of contact between NGPA and the chapter.

- Plan meetings, keep notes, and coordinate with NGPA and other chapters.
- Coordinate and maintain finances for the chapter, manage reimbursements from NGPA, and ensure NGPA Financial Operating Procedures are followed for the local chapter.
- Complete Annual Training.
- Maintain regular contact with Co-Chairs, National Chapters and NGPA organization; respond to e-mails in an appropriate amount of time.
- Ensure chapter guidelines are followed.
- Recruit and fill local volunteer staff positions.
- Maintain annual calendar of events and contact information for the local chapter on the NGPA website and local chapter Facebook group.
- Reside within or in close proximity to the chapter region served.
- Ensure Chapter holds a minimum of 6 events per calendar year.
- Generally promote giving to NGPA from the community.

Membership & Communications Coordinator

- Write emails/newsletters to membership for Operations Team to send out as needed using chapter distro.
- Encourage and promote membership renewal and new membership sign-ups within the local community.
- Conduct membership drives during Local Chapter events.
- Keep local chapter members informed and engaged via newsletters, email, and social media.
- Reside within or in close proximity to the chapter region served.
- Manage communications for the chapter via email, Facebook, phone calls, and texts.

Event Coordinator

- Work with the LCD to plan and manage a minimum of 6 local events (Pride, Holiday Parties, etc.) as well any other local-interest events.

- Keep NGPA informed of events by filling out the Chapter Event Notification Form.
- Budget and coordinate with event planning committee for any large-scale events.
- Plan and coordinate local Pride involvement and any coordination with other regional chapters.
- Reside within or in close proximity to the chapter region served.
- Work with other chapters in the regional to plan, promote, and manage any larger social gatherings.

Education & Safety Coordinator

- Plan safety and educational events (online or in person) that promotes aviation safety and education within the local community.
- Manage and coordinate connections with local CFIs, FAA representatives, ATC, and Aircraft Maintenance people to answer and connect local members with people for guidance in aviation.
- Reside within or in close proximity to the chapter region served.
- Generally, promote safety in aviation throughout the NGPA community in the local area.

Keeping Volunteers Informed

NGPA has several methods to keep our Volunteers informed of NGPA Operations.

The Brief, Brief

The Brief, Brief is a regular communiqué for NGPA Volunteers, staff, and board members that includes news, reminders, policy and procedure updates, and staff highlights. You will receive this in your membership associated e-mail account.

Monthly Operations Call

All NGPA volunteers, staff, and board members are welcome to join our monthly operations calls which usually take place on the first Wednesday of each month at 8pm ET. The link for these calls can be accessed from The Brief, Brief email.

On-Boarding New Volunteers

NGPA has developed an automated system for completing on-boarding tasks. It is important to follow the steps to get properly on-boarded. When a new volunteer is recruited to help with a Local Chapter, the LCD and the Chapter Leadership Team (if available) may meet with the potential volunteer to discuss how they can fit into the organization and what role they will fulfill.

All Volunteers must:

- Be NGPA Members
- Provide a resume
- Sign the NGPA Volunteer Agreement

Once the Local Chapter has identified and selected a volunteer for a role:

- Have the Volunteer apply to an open position via the Volunteer application link here: https://airtable.com/appvQcQWmaBiK1Y0a/shru9es5hGyx3XmrJ
- Operations and the Local Chapter Committee will be notified of the applicant and can review as appropriate, and initiate outreach with the LCD and the Applicant.
- After the Local Chapter Team, Operations, and the LCD have determined that they would like to move forward with the individual, operations staff will move them forward in the applicant system. The applicant will then receive an onboarding link where they will submit their information to obtain their NGPA credentials.
- During the onboarding process, the applicant must sign the NGPA volunteer agreement. Once all steps are completed, operations will be notified and will take appropriate actions to establish the volunteer within NGPA's systems.

Chapter Expectations and Guidelines

- Raffles are not permitted as many states have laws against them or require a permit.
- Regular engagement opportunities across the chapter to include social and educational opportunities.
- Hold at least 6 events or engagement opportunities per year.
- Collaborate with other Local Chapter Directors and Co-Chairs, National Chapters.
- Share ideas, information, and successes.
- Local chapter participants should be NGPA members of NGPA or encouraged to be members.
- Encourage non-members to join NGPA at every event.
- Local Chapters cannot operate their own membership system.
- Local Chapter Leaders should participate in regular training with NGPA.
- Local Chapter Leaders should conduct themselves in a professional manner.
- Mass e-mails to chapter members are only to be done through NGPA's email system. Chapter Volunteers are prohibited from using their personal email accounts to mass email members.
    - This protects the confidentiality and opt-in status of NGPA Members.
- Volunteers act on behalf of the Association. In this regard, they have access to a great deal of information. It is important to maintain the confidentiality of all information to safeguard the integrity of the organization, its members, sponsors, and vendors. Never share membership information with anyone.
- Chapter volunteers are required to use their NGPA e-mail account for all NGPA business.

Communicating with your Chapter

Communicating with chapter members can be a challenge. Local Chapter Directors are encouraged to use our e-mail and text system to reach local members. We encourage NGPA Volunteers to provide feedback and ideas to improve communications with NGPA Members / Local Chapters. There are several ways to engage and communicate with your Local Chapter:

- Facebook has been a basic way to announce chapter events, post photos of events and members, and interact with members. One downside of this approach is that not everyone is on Facebook or other social media.
- WhatsApp is another platform to engage with your Local Chapter. Create a WhatsApp Group and post event announcements. You can even create specialty rooms like "GA Hanger" or "Ask a CFI" to help members engage with each other.
  - Please be aware that NGPA eventually has plans to create an internal networking/messaging tool internal to NGPA members. Once this is created, chapters will be kindly asked to discontinue use of their current systems and use the NGPA system. This helps verify membership, and better ensure membership dollars are being used by and for members.
- NGPA maintains a database where people sign up to join NGPA. Members may opt in or out of receiving communications. This is how we can send out communications like e-mails and texts. Even if a person's membership has expired, we can still communicate with them.
- Chapter Newsletter can be very useful. Create simple newsletters with Chapter Updates, Member Spotlight Stories, and Aviation-related topics.

It is important for LCDs and volunteers to encourage attendees at events to join NGPA and for all members to opt in. Using the Chapter Flyer with QR Code is a good tool to encourage event attendees to become full NGPA Members. The Chapter Flyer is available from the Marketing Team.

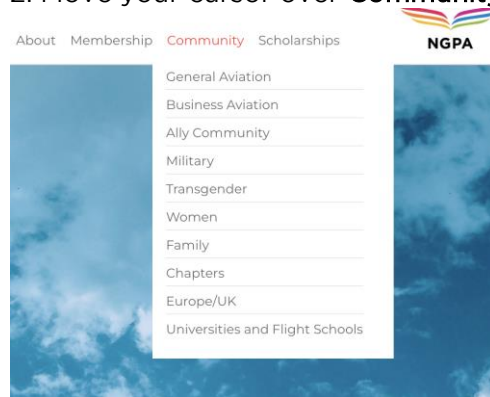Follow the steps on the next page for guiding people to register for their local chapter.
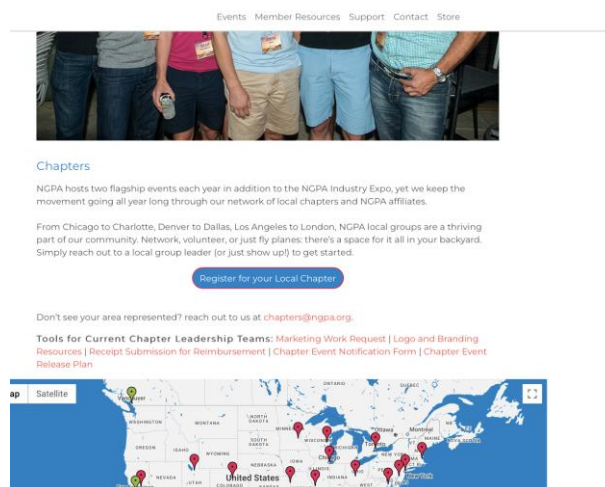
Members can associate themselves with multiple NGPA chapters across the globe.

Instructions for associating with multiple chapters:

1. Log in to NGPA.org

2. Move your cursor over **Community** then select **Chapters**

3. Scroll down and find the blue button that says **Register for your Local Chapter** and select it

4. Select the chapters you would like to register for.

5. Select **Update** at the bottom of the page

Members are opted into email and texts by default when they join NGPA, unless the specified otherwise. Should they have opted out, and want to opt back in – we have Instructions for Opting in to E-Mail and Text:

1. Log in to NGPA.org

2. Select **My Account**

Support	Join Now	My Account

3. Scroll down to the 1st 1/3 of the page and find **Membership Data**

4. Select **Yes** for the following sections:

      a. May we contact you by telephone?

      b. May we send you email updates?

5. Put a **Check Mark** in the box next to

      a. May we send you text messages?

      b. I want to volunteer. (If you would like to volunteer)

6. Click **Save**

Chapter Events

Event Checklist

- ✓ Work with your chapter leadership team to establish a date that might work best for most of your region.
- ✓ Determine financing, price, and usage of your chapter budget.
    - ◦ Currently each chapter is allotted $1,500 for the fiscal year
    - ◦ Unused funds do not carry forward to the next fiscal year
    - ◦ NGPA's Fiscal Year runs October 1st to September 30th
- ✓ Setup and arrange your event details.
    - o Location
    - o Time
    - o Entertaining ideas
    - o Event description and details
- ✓ Notify NGPA of your event
    - o www.ngpa.org/chapters-notify
    - o This enables NGPA to send an email to chapter members and place the event on the calendar.
    - o When filling out the event notification form, **be specific and provide details. Pizzaz it up! Make the tone welcoming and friendly while providing all the details for attendance.** This will be inserted directly into the email word for word with little editing to our members. Write it just like you would be sending an email to your local chapter members.
    - o Some details to consider:
        - ▪ Meetup time
        - ▪ Directions, Address, and Parking
        - ▪ Costs attendees can expect to pay (entry fee, activity fee, will they be buying their own dinner?)
        - ▪ If chapter funds are used to help offset costs, let attendees know
        - ▪ Is there a dress code, such business casual for touring an airline HQ?
- ✓ Create an event on the chapter Facebook page to extend the invite to your fellow chapter members.
    - o Facebook book offers an Event Chat feature thay may be useful for FAQs and increase attendance by engaging online
- ✓ Help answer any questions members may have and work to make sure everyone feels comfortable attending. Especially someone who is attending their first NGPA event.
- ✓ Arrive at event early and welcome everyone.
    - o Use your Chapter Table Sign to increase visibility
- ✓ Recognize first time event attendees and make them feel welcome.
- ✓ Help connect new people and create a fun enjoyable event.
- ✓ Thank attendees for coming in person and on Facebook after.
- ✓ Upload event photos to NGPAs Google Pics:
    - o https://photos.app.goo.gl/TYCfaPQbHnhuhEQQ7

Event Ideas

Some chapters find a regular schedule helpful like 3rd Tuesday of every month, while others alternate between weekdays and weekends so that people who don't get weekdays off or weekends off can participate. The most important

thing is to announce the event with plenty of time to allow everyone to adjust schedules or bid off. Remember, not everyone is in the airline industry so the earlier you make the plans, the better.

Ideas:

- Monthly dinner at a local restaurant
- Group get together and meeting place to attend local pride events or a parade
- Picnic in a park
- Fly to a local destination for lunch
- Happy hour get togethers at a brewery
- Holiday/Christmas Party
- Sporting activity
- Bowling
- Morning Hike/walk around a lake or nature preserve
- Tour a flight control tower
- Safety briefing speaker
- *More!*

Event Registration Forms

Sometimes a chapter may have an event that requires members to register for that event. As an example, you may organize a tour of a local ATC facility and space is limited. We have found that having people register for an event makes it more likely that they will attend. Selecting "Going" on a Facebook event does not guarantee they will actually attend. NGPA uses 2 methods for providing event registration: RegFox and Microsoft Forms.

RegFox

- Used only for events that require members to pre-pay
- Costs NGPA to use the service
- Large events
- Payments go directly to NGPA
- Comes with an App and website for tracking registrants

Microsoft Forms

- Used for events that require registration, but no payments
- Unlimited use for NGPA
- For events that have limited seating (ATC Tours, etc.)

Other Event Registration Guidelines

- When attendance is limited due to the type of event (ATC sometimes limits attendees due to escort requirements), we ask that Local Chapters offer slots to NGPA Members first then non-Members on a standby basis
- Be sure to make the request for a form in your Event Notification.
- For events that require members to pre-pay, NGPA uses RegFox.
- In either system, Chapter Leaders will be able to view and track registrants for the event.

Alcohol Policy

Alcohol is allowed at NGPA Local Chapter Events with some restrictions.

- Underage drinking is not allowed at any time.
- Members can bring their own and share with other members.
- **NGPA funds cannot be used to purchase or provide alcohol unless approval is received from the Operations Team prior, and the alcohol is served by a licensed bartender.**
- If NGPA funds are used for alcohol, tickets must be sold for the event.
- Local businesses may sponsor an event and provide or pay for alcohol at an event.

Financial Info

Chapters receive an annual stipend of $1500. Additional funds may be available on request. $1500 will not fund all events in full. Many chapters prefer to make most events pay your own way for the member and then use the funds for room rentals, upfront costs, or for 1-2 larger party events per year – like a holiday party for example. Funds must be used in the current fiscal year (FY). Due to auditing restrictions and costs, chapters may not make a purchase in one FY for an event in the next FY. Example: purchase airshow tickets in September for an airshow in October.

DOs:

- Plan events in accordance with the Travel & Expense policy and through good stewardship of NGPA funds.
- When in doubt, contact Chatpers@NGPA.org with finance questions.
- Save all receipts and submit here to www.ngpa.org/receipts for reimbursement.

DON'Ts:

- NGPA chapters are not permitted to hold their own bank account or accept revenue outside of official NGPA channels.
- Do not purchase gift cards with NGPA funds.   Our auditor is not able to track how these are used.

Sponsorships & Donations

At times sponsors or donors may approach your chapter to help support. This is permitted, but please contact the Operations team for support and guidance on sponsor relations. Please do not directly approach NGPA corporate sponsors as many of these organizations have sponsorship contracts with NGPA. Should a local member wish to solicit sponsorship internally from their employer, that sponsorship may be pursued independently by the member-employee.

Local flight schools, FBO's, and businesses may make great sponsor opportunities for your local chapter.

It is important to understand the difference between a sponsor and a donor. Donors may contribute to NGPA and receive a tax-deductible receipt so long as no goods or services were received for their donation. Sponsors on the

other hand often want to see some level of advertising service or logo signage. Due to this, sponsorship is **not tax-deductible and a donation receipt cannot be issued**.

Chapter Pride

Recognition is an important part of making volunteers feel valued in an organization. Developing our Local Chapter Volunteers and deepening their commitment to our organization will help keep NGPA a vibrant and relevant organization. By developing an NGPA Chapter Pride Award Program, we can provide Local Chapters with a roadmap to success by defining tangible goals for Local Chapters. A by-product of these goals will be a growing commitment to NGPA and building our membership by recruiting new members and increasing membership levels.

NGPA Chapter Awards Program Details

Each year, Local Chapters conduct a variety of local events. Each of these events will be assigned a points value. Local Chapters earn points to qualify for the NGPA Chapter Pride Award by hosting their various events. There is no limit to the number of Local Chapters that qualify for the NGPA Chapter Pride Award.

There will be 3 Flight Levels of the NGPA Chapter Pride Award

- Concorde Flight Level – Chapters who have earned the NGPA Chapter Pride Award for 5+ consecutive years.
- 747 Flight Level – Chapters who have earned the NGPA Chapter Pride Award for 3rd and 4th consecutive year.
- DC-8 Flight Level – Chapters who have earned the NGPA Chapter Pride Award for the 1st and 2nd consecutive year.

Timeline

NGPA Chapter Awards Program timeline will run from January 1st to December 31st each year. Chapters earning the NGPA Chapter Pride Award will be announced at Winter Warm Up in February.

Scoring Process

The NGPA Chapter Pride Awards Program is based on points. Chapters can earn points throughout the year by several means. The overarching goal is to encourage active chapters, membership drives, and community engagement.

How to Qualify for the NGPA Chapter Pride Award

To qualify for the NGPA Chapter Pride Award, a minimum of 300 points must be accumulated annually.

Points will be awarded in the following manner:

- Chapter Dinners, Happy Hours, Brunches, etc. – 25 points
- Chapter Educational events (ATC Tours, Airline Operations tours, Museum Visits, Airshows, etc.) – 30 points
- Chapter Social events (Holiday Parties, Bowling, participating in Pride by tagging along with another organization, etc.) – 25 points
- Community Engagement events (Girls in Aviation Day, supporting local LGBTQ+ organizations, local flight school events, other community engagement events) Supporting other aviation groups at local events such as OABP…etc.– 30 points
- Pride event participation (having an NGPA booth or walking in a Pride Parade as a registered participant – not tagging along with another organization) – 35 points

Scoring Notes:

1. When there are more than 2 events happening at the same day, at the same location – only one of the events will receive points. If 2 events take place on the same day at different locations, both will receive points.
2. When a question arises about scoring, the NGPA Operations Team or their designee will decide how points will be awarded. The preference is to give points to encourage participation.

Chapter Event Tracking Spreadsheet

NGPA has created an automated leaderboard that uses event submissions to calculate points.

<div style="background:#E6145A;padding:1em;text-align:center;">

Chapter Leaderboard

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Award Process

NGPA Operations and the Co-Chairs, National Chapters will tally chapter points. Chapters must submit their events using the established Chapter Event Notification Form to receive credit for the event.

NGPA Pride Chapter Award Recognition

Each Local Chapter that earns enough points to qualify as for the NGPA Pride Chapter Award DC-8 Flight Level will:

1. Receive an additional $100 in Chapter Funds

2. Be recognized at NGPA Flagship Events
3. Be recognized in NGPA publications
4. Receive a ribbon on their Flagship Event name badge
5. Receive an NGPA Chapter Pride Award T-Shirt

Each Local Chapter that earns enough points to qualify as for the NGPA Chapter Pride Award 747 Flight Level will:

1. Receive an additional $150 in Chapter Funds
2. Be recognized at NGPA Flagship Events
3. Be recognized in NGPA publications
4. Receive a ribbon on their Flagship Event name badge
5. Receive an NGPA Chapter Pride Award T-Shirt
6. Receive an NGPA Chapter Pride Award Luggage Tag

Each Local Chapter that earns enough points to qualify as for the NGPA Chapter Pride Award Concorde Flight Level will:

1. Receive an additional $200 in Chapter Funds
2. Be recognized at NGPA Flagship Events
3. Be recognized in NGPA publications
4. Receive a ribbon on their Flagship Event name badge
5. Receive an NGPA Chapter Pride Award T-Shirt
6. Receive an NGPA Chapter Pride Award Luggage Tag

Notes:

1. To be considered a part of the winning Local Chapter, an NGPA Member must have their local address withing 75 miles of the wining city. Exceptions will be on a case-by-case basis.

Marketing Resources

Marketing Requests

If you would like to request flyers, graphics work, print items, a booth presence, or more please use the marketing request form or email marketing@ngpa.org.

Social Media Requests

If you would like to request a social media post or provide content to the main NGPA accounts, please use the marketing request form or email socialmedia@ngpa.org. The slack channel #socialmediacontent was also created to share photos and content with our social media team.

Style Guides

The NGPA has established style guides for its logo, branding, and representation on social media. Please view the marketing Dropbox to access the Brand & Identity Style Guide, and review information on proper representation of the NGPA brand.

Social Media Guidelines

The NGPA has established guideline documents for those operating NGPA social media accounts. Please see the marketing Dropbox to review those documents.

NGPA Logos

NGPA logos and files are available for download from our Dropbox account here.

Chapter Logos

Click here for chapter logos

Letterhead and Email Signature

Letterhead and email signature files as outlined in the Style Guide, are available in the marketing Dropbox for download.

Font

Per the style guide, NGPA has a house font called Gotham. The files for this font are available in the marketing Dropbox. Please click here to access these files. If you frequently work with NGPA documents and document editing, it is highly suggested you install the full font package for free with the above link. Again, please make sure the style guide is being followed for anything coming from the NGPA.

Email Setup

Web Access

Once IT has setup your account, follow the instructions to complete your enrollment. Once at the site enter your full NGPA email address and password to login. NGPA email services are hosted by Microsoft Office 365.

Adding Your Email to a Device or Phone

Please follow the below steps to setup your email account on an email client app. This can be used on a phone, tablet, or other supporting devices.

Microsoft Instructions:

Apple iOS Mail App
Apple Outlook Mail App (recommended for iPhone/iPad)
Android Outlook Mail App (recommended for Android)

iOS Users Mail App:

1. Open you iOS settings app, or any other email app you would prefer to use
2. Navigate to 'Passwords & Accounts'
3. Select 'Add Account'
4. Select the option to add an outlook.com or office365.com account if prompted
5. When prompted enter your login credentials for your NGPA account. Be sure to use your full email address (example@ngpa.org)
6. Follow the instruction in the app/window to complete setup of your account
7. Once setup – be sure to create an email signature. For the iOS mail app, this can be done in your iOS settings app. Navigate to Mail>Signature and edit your signature here.

Android users Email App:

1. Open your mail application (this may differ depending on what device you are using)
2. Find the option to create a new account
3. Select the option to add an outlook.com or office365.com account if prompted
4. When prompted enter your login credentials for your NGPA account. Be sure to use your full email address (example@ngpa.org)
5. Follow the instruction in the app/window to complete setup of your account
6. Once setup – be sure to create an email signature in adherence to the NGPA Style Guide. This option can commonly be found in the setting pane of your mail application.

Email Signature

NGPA volunteers with NGPA email accounts should be using an approved email signature when communicating with their email account. Please review the NGPA Brand & Identity Style Guide in the marketing folder for email signature guidance. A .jpg logo file is also available in the Dropbox as well.

New Chapter Takeoff Flight Plan

The goal of this Flight Plan is to assist in getting a new NGPA Local Chapter up and running. It will give details of administrative actions by NGPA National and the new Local Chapter Coordinator to successfully launch a chapter in a city where there is currently no NGPA Local Chapter.

National Actions:
1. Identify a Local Chapter Director (LCD) – this can be done by reaching out to the target city or by a member contacting NGPA with interest in starting a Local chapter.
2. Communicate to the potential LCD expectations and duties
   a. Send Volunteer Handbook and Chapter Handbook
   b. Volunteer Agreement
   c. Chapter Event Plan Guide
   d. LCD Training (to be developed) - how to on events and communications, finance, etc...
3. Zoom Call with LCD and Ops, National Chapter Coordinators (NCD)
4. Local Membership List
   a. Identify potential local members within XX radius of target city (radius to be defined)
   b. Provide list to LCD

Local Actions:
1. Sign volunteer agreement and read materials sent
2. Plan first event and create communications
3. Execute first event

Starter Kit
- Acrylic table sign for inserts (8½" x11")
- 100 NGPA name tag stickers
- 50 Rainbow Airplane Necklaces
- 50 NGPA Stickers
- Other NGPA Swag, if available

Resources

Zoom & Teams

The NGPA maintains a zoom account for use by volunteer and chapters. If you would like to schedule a zoom call, please contact the NCDs or Director of Operations to setup a Zoom Meeting.

Any volunteer with an NGPA email account can also create their own Teams Meeting call at any time by going to https://outlook.office.com/calendar and selecting "New Event". Once the new event dialogue opens enter your date, time, and invite information. Click the Teams Meeting toggle to on, and a meeting link will be automatically created and sent to invites.

Survey & Form Tools

NGPA has access to various survey tools including Microsoft Forms. Please contact the NCDs or Director of Operations (Luke Schneider) to coordinate the creation of forms or surveys for your chapter.

Registration Software

If you need to use registration software to manage an event, please contact the NCDs or operations@ngpa.org. NGPA has a registration platform called RegFox, which can be used for managing event registration if needed. This is only recommended for events where attendees are asked to pay a registration fee.

Booth Packet

Click here to access the most current booth packet.

Signup.com

Create an account at signup.com if you are looking for an easy way to manage volunteer coverage and hours for an event.

More Software and Tools

To request access/help with software and tools available to NGPA volunteers, please contact the NCDs or Director of Operations.

- AirTable – data organizational software used by some committees
- Attendify – Event app for national events
- Dropbox – Our file storage system
- Ecwid – online store platform
- FedEx – NGPA shipment and account holder
- Flickr – Photo Storage
- GiveLively – Text to donate system
- Microsoft Forms – Survey Software
- Nationbuilder – Our website backend and membership management software.
- Office365 – Our email system
- PandaDoc – Document signing system
- PirateShip – System for sending mail and postage on a discount and used at the NGPA Office
- Print Runner – Printer often used for events
- RegFox – ticketing system used for events

- Slack – Our messaging system
- SmarterSelect – Scholarship applicant system
- SocialPilot – Social media calendar management
- Square – on site payment terminal system
- SRFax – Virtual Paper Fax system
- Strawpoll – free and easy way to create simple polls or schedule a meeting
- Stripe – payment processor for credit card transactions via online sources
- UPrinting – printer often used for events
- Zoom – Online meeting software