

# APPENDIX A:

## U.S.S. AVENGER ACTIVITY REPORT FORM (ARF) [V 3.0]

**Basic Instructions** (for complete instructions please refer to the **USS AVENGER** Officer's Manual.

This side of the **Activity Report Form (ARF)** is for determining points per activity type. After determining the activity type, determine the points for that type based on the event size and whether or not it is a Public Service Activity. You should circle the point value for that activity, then transfer the point values to the other side of this form along with the number corresponding to each activity type and each crew members' name. ***Forward ARF to second officer within 30 days of the event.***

### Event Size:

1 = Smaller than Section/Shuttle  
2 = Section/Shuttle

3 = Ship (not limited to **AVENGER**)  
4 = Region (not limited to Region 7)

5 = Fleet

### ACTIVITY TYPES

*Note separate section for Public Service Activities below*

- 11 Attended a Meeting
- 12 Organized a Meeting
- 13 Moderated a Meeting
- 14 Provided Meeting Location
  
- 21 Had Work Published
- 22 Proofread and/or Copy Edit
- 23 Typeset and/or Layout
- 24 Distribution and/or Production
- 25 Served as Editor-in-Chief
  
- 30 Provided Activity Location
- 31 Attended an Activity
- 32 Actively Participated in an Activity
- 33 Coordinated an Activity
  
- 41 Provided Transportation
- 42 Provided Lodgings
- 43 Provided Refreshments/Meals
- 47 Provided Supplies
  
- 50 Sent Mailing/Newsletter
- 51 Responded to a Mailing/Newsletter
- 61 Recruited New Member into **AVENGER**
- 62 Recruited New Member into **STARFLEET**
- 71 Passed a **STARFLEET** Academy (SFA) Exam
- 72 Passed SFA Exam w/Grade >95%
- 101 Each Year on **AVENGER**
- 102 Each Year in **STARFLEET**
- 103 Joining **AVENGER**

### SIZE OF EVENT/POINT VALUE

1	2	3	4	5
10	20	30	40	50
10	20	30	40	50
10	20	30	40	50
10	20	30	40	50

1/article	2/article	3/article	4/article	5/article
5	10	15	20	25
5	10	15	20	25
5	10	15	20	25
5	10	15	20	25

10	20	30	40	50
5	10	15	20	25
5	10	15	20	25
10	20	30	40	50

1/person	2/person	3/person	4/person	5/person
1/person	2/person	3/person	4/person	5/person
1/person	2/person	3/person	4/person	5/person
1/person	2/person	3/person	4/person	5/person

5	10	15	20	25
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5

35/Person Recruited

35/Person Recruited

10

15

12

12

25

### PUBLIC SERVICE ACTIVITY TYPES

- 34 Attended a Public Service Activity (PSA)
- 35 Actively Participated in PSA
- 36 Coordinated a PSA
- 37 Provided PSA Location

30	35	40	45	50
30	35	40	45	50
60	70	80	90	100
10	20	30	40	50

- 44 Provided Transportation to/from a PSA
- 45 Provided Lodging for/during a PSA
- 46 Provided Refreshments/Meals for/at a PSA
- 48 Provided Supplies for a PSA

2/person	4/person	6/person	8/person	10/person
2/person	4/person	6/person	8/person	10/person
2/person	4/person	6/person	8/person	10/person
2/person	4/person	6/person	8/person	10/person

## ARF PAGE 2

**Instructions:**

This side of the ARF is for detailing points earned by **AVENGER** members. Put the member's name, the number corresponding to each activity type, and the points earned. Please put the number corresponding to each activity type on a separate line, even if the member did more than one activity type. **Please group all of the same activity types together and place the members in alphabetical order by last name. PLEASE PRINT NEATLY!**

PID	NAME	TYPE	PTS

PID	NAME	TYPE	PTS

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

### OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE ENTERED: \_\_\_\_\_

ENTERED BY \_\_\_\_\_