



Academy of Fair / Festival Leaders

Standard Operating Procedure

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Approved 2 Jan. 2014
Revised 14 Feb. 2019
Revised: 4 January, 2024

Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the mission and responsibilities of the Indiana Association of Fairs (INAF) Academy of Fair / Festival Leaders (AFFL).

Mission

The mission of the Academy of Fair / Festival Leaders is to enhance the professional development of the employees and volunteers of our members by providing education and training in areas of core competency (management, risk management, marketing, programming, operations, and facility usage) necessary for the operations of today's fairs.

Membership

Committee for planning and execution will consist of those appointed by the President.

Frequency of Meetings

The Committee meets as needed to fulfill its responsibilities.

Responsibilities

Fair excursions originated with Minnesota trip in September 2009. Educational sessions started with the IAFE Bio-security (e-coli) session in January 2009 and then educational sessions in January 2010 at the INAF convention.

The program shall work with the Education and Learning committee to designate sessions and presenters that will be offered for credit. Multiple sessions can be designated for credit at a specific meeting.

Sessions will be held during the annual convention, district meetings and other educational growth opportunities.

Participants will receive points for their participation in education sessions, excursions to other fairs arranged by the organization and attendance at International Association of Fairs and Expositions (IAFE) events.

Participants must achieve sixteen (16) points between the two sections that follow within a four (4) year (January 1 to December 31) period to receive recognition.



Education Sessions at Convention: Specific sessions at convention will be designated as AFFL credit option. Each session will be worth one point. Participants can get a maximum of four (4) points per convention. Participant must attain ten (10) points within the four-year period of starting the course. Tracking sheets will be available at the convention for the participant to indicate the sessions that they attend and must be turned in prior to leaving the convention.

Meetings and Excursions: Participants must attain six (6) points within the four-year period. The following points can be obtained:

- INAF District Meeting (Local & Convention) = 1 point
- INAF Annual Convention Education Session Moderator / Presenter = 2 points
- Indiana State Fair Session for Fair Leaders = 1 point
- IAFE Zone 3 Meeting Attendance (besides IAFE Convention) = 2 points
- IAFE Annual Convention Attendance = 2 points
- IAFE Consumer Protection Program Workshop = 2 points
- INAF Excursion to a fair/festival within the state of Indiana = 2 points
- INAF Excursion to another Fair outside Indiana = 3 points

Recognition of those attaining the points will be made during the INAF annual convention at a time that is appropriate for the proper recognition.

Certificates will be presented to those achieving the required points.

Sessions and excursions will be approved by the INAF Board of Directors.

Work with Director of Administration to coordinate activities and promotional material.

Policies

- Monetary compensation for speakers, awards and activities must be approved by the INAF Board of Directors.
- The excursions to other fairs should be at the expense of the participants with minimal expense by the Association and only if approved by the INAF Board of Directors.