

Retention of AEMs.

AEMs must renew their membership each year or it will expire. AEMs are offered a free “in-kind” renewal which requires them to identify the CAP AE products and/or programs they plan to utilize during the next year of membership. This is NOT a lifetime membership, but an annual free renewal. Maintaining contact with your AEMs will increase retention and continue to build ambassadors for CAP.

- NOTE: some AEMs have been incorrectly informed that the one-time \$35 membership fee provides them a “lifetime” membership. This is not accurate. This is a one-time membership fee with free annual renewal- IF the teacher renews with the auto renewal e-mail sent each year.)

1- Personal contact via e-mail or phone call to new AEMs is most helpful. Some ways to assist are:

- Help them set up their [eServices](#) account as a *First Time User*.
- Guide them on how to navigate [eServices](#) and get into the Aerospace Education section where all of their work will be done:
 - download [K-12 AE curriculum](#)
 - apply for a [K-12 STEM Kit](#)
 - register for the [K-12 Aerospace Education Excellence \(AEX\) program](#)
 - register for the [K-6 Aerospace Connections in Education \(ACE\) program](#)
- Offer to assist with a classroom visit, career day, or other event.
- Try to connect with the ACE classrooms near you, as is listed on the [ACE Listing](#).
 - Offer to help with an ACE Lift-off event at the beginning of the year.
 - Offer to teach an ACE lesson.
 - Offer to send a speaker to the classroom.
 - Offer to present ACE completion certificates to the students at the end of the year.
- Offer to “adopt” an ACE classroom in the [“Adopt-a-Classroom” program](#).
 - The 6th grade is the target grade level, but any 5th- 8th grade class who is participating in the ACE program can be adopted by a local squadron.
 - All info is found in the [Adopt-a-Classroom program guide](#).
- Ask if they would like to schedule their [Teacher Orientation Program \(TOP\) flight](#) at their closest airport.
 - Encourage them to get another educator friend to join as an AEM so both of them can take their flight together.
- Offer to bring a cadet to speak to the 5th grade and upward students about the [CAP Cadet Programs](#).



2- ***Maintaining a connection with AEMs in your wing (if the DAE); in your squadron (if the AEO).***

- a. Send periodic e-mails of interest and information to the AEMs near you.
 - * AEOs should work with the Wing DAE to help gain access the Wing AEM report in eServices, which includes e-mail address. Or, directions are:
 - (1) Go to Member Reports→ Aerospace Education→ *Reports→ AEM Listing (w/names)
 - At *Dates, check '**Return All Dates**'
 - For Report Format:
 - 1- For clear listing with all information to print, ***select PDF.***
 - 2- For listing where e-mails can be extracted to send e-mails to your AEMs, ***select CSV.*** (This format is also best to expand the address column to copy and paste for e-mail transmission.)
- b. Work with the Wing DAE and other squadron AEOs to develop a ***Wing AEM Newsletter*** to be distributed periodically (monthly or quarterly). (Ask for interesting input from your AEMs to be included in the AEM Newsletter and highlight those AEMs who provide submissions.)

3- ***Networking opportunities amongst AEMs.***

- a. Plan a small workshop and invite area AEMs to network with each other.
 - (1) Ask experienced AEMs to conduct lessons using CAP's curriculum and/or STEM Kits.
 - (2) Plan with Wing DO team to conduct TOP Flights during part of the workshop day.
 - * Ensure a TOP Flight request is submitted from the Wing DAE to ae@capnhq.gov prior to planning your event.

