



Bowl Better In 4 Weeks

IMPLEMENTATION MANUAL

Brought to you by
Air Force Services Activity

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INTRODUCTION

Air Force Bowling 2.0 (AFB 2.0) is a new “Learn to Bowl” program adapted from the International Bowling Campus (IBC) and Bowling Proprietors Association of America (BPAA). AFB 2.0 is designed to attract new bowlers, infrequent bowlers and former bowlers of all ages by teaching them the fundamentals of bowling and building interest in the game of bowling.

This program may be offered to youth and adults. Included is a lesson plan for four weeks with a “roll in” on the fifth week to league bowling

AFB 2.0 may qualify for MOA Initiative Program funding i.e. Single Airman Programming Initiative (SAPI), Recharge for Resiliency (R4R), etc.). Refer to the individual initiative program guides, on USAFServices.com, for the associated rules and regulations. Contact your installation's appropriate MOA Initiative Program point of contact (POC) for further details.

» GOAL AND OBJECTIVES

The primary objective of AFB 2.0 is to create a fun and relaxed environment for beginners to learn to bowl and for former bowlers and occasional bowlers to connect or reconnect with bowling.

Success depends on attracting and developing new bowlers, certainly, but even more on retaining these bowlers in the future. Organized, structured activities and follow-on events are key to keeping those who have completed the AFB 2.0 program involved and bowling regularly.

PROGRAM REQUIREMENTS

- The center manager is responsible for marketing the program
- Each clinic must be dedicated to on-lane instruction, to include stance and delivery, equipment, etiquette, and rules of the game
- The instructor must possess, at a minimum, USBC Level 1 Coaching Certification
- Offer continuing opportunities such as leagues and tournaments or prescheduled organized events to ensure the transition from student to bowler
- Provide a friendly, relaxed and fun learning environment

» FEES AND ALLOCATIONS

Clinic \$49 – includes lineage, shoe rental, and lessons (\$20 lineage, \$9 shoe rental, \$20 lessons)

Clinic & Equipment \$119.00 - includes lineage, shoe rental, and lessons, bowling ball, bowling bag, towel, fitting, drilling, thumb slug, and inserts included. (\$20 lineage, \$9 shoe rental, \$20 lessons, \$70 pro shop)

- Bowling centers will order the bowling balls by submitting a form DD250 and participant list to AFSVA/SVI via MyPers Link:
<https://gum-crm.csd.disa.mil/app/login/redirect/account%2Fquestions%2Flist>
- On the form DD250, list the type of ball, weight and color desired, type of bag, and the amount of towels.
- Bowling balls, bags, and towels will be ordered and purchased by AFSVA/SVPCR. The manufacturer will ship the balls, bags, and towels directly to the installation. During the second clinic, the instructor should assist the participant in selecting the correct ball by weight and color.
- Bowling Center Managers may request approval to cover fees for those who qualify under one of the MOA Initiative Programs (download guidelines www.usafservices.com)
- Submit participant list with DD250 at the midway point of the selected lesson plan for those who selected the equipment package.
- When the participant receives the ball, they will sign/date a receipt log acknowledging that they received their ball.
- Each center is responsible for sending a list of participants with the DD250. In addition to the ball, each participant will receive a bowling bag and towel.

» FINANCE

The bowling center retains the \$49 program fee paid by the participant and should be accounted for as follows: \$20 to 5010000 Bowling Fees and Charges, \$9 to 5010006 Bowling Rental Income, and \$20 to 5040000 Bowling Instructional Fees. For customers who purchase the equipment package for an additional \$70 please enter this into 5010000 Pro Shop Fees and Charges. Bowling Center Managers may request approval to cover fees for those who qualify under one of the MOA Initiative Programs (download guidelines www.usafservices.com)

Please do not place orders until the registration fee is paid in full. Submit by the second week, to ensure receipt in time to drill it so that students can use the new ball the last day of clinic.

Submit the order AFSVA/SVI via MyPers Link:

<https://gum-crm.csd.disa.mil/app/login/redirect/account%2Fquestions%2Flist>

STAFF TRAINING

The first step in training is for the staff to understand the scope of the program and their role. Hold an initial AFB 2.0 training session for all employees and give each one a flyer. Assign each person their role and ask that they fully understand the guidelines that pertain to them. EVERY bowling center employee has a role, even if only to answer customer inquiries about the program.

CLINICS

Schedule clinics at your discretion, generally weekly or bi-weekly; keep in mind that the majority of adult participants have day jobs and youth may be attending school. There should be some practice time in between lessons.

- Youth bowlers may come during the day if clinics are offered during the summer. After- school programs are typically well received.
- Clinics should be dedicated to on-lane play, which may need to be schedule at a mutually agreeable time for the students, when it's quiet and they will not be disturbed other bowlers.

» SET-UP REQUIREMENTS

The following must be set up at least an hour in advance of your clinic:

- Outside signage promoting event
- Check-in table with volunteer host/hostesses
- Alphabetical list of people
- Nametags for everyone
- Extra nametags for those who show up unexpectedly and several markers
- Printed schedule for each clinic
- Flyer/calendar promoting all future player development activities
- Extra AFB 2.0 brochures
- Registration forms

» RECOMMENDED AGENDA

Below is a suggested format for a typical clinic.

- Do a walk-thru with staff and volunteers
- Welcome & introductions (key staff, and if group is small enough, all attendees)
- Briefly discuss value of game as a relationship builder. Have a few people share why they want to learn to bowl. Make it interactive

Overview of the Program: Provide the students a solid overview of the components of the different lessons. Stress that they will not only learn how to roll the ball, they also will learn all elements of playing the games from the proper equipment to keeping score. This is a good time to stress safety, fun, and other aspects of bowling that will be repeated often.

Bowling balls, shoes, and attire: Please make certain that your students know the policies of the centers. Inform them about the free rental shoes, and let them know what to wear (avoid suggesting that they must go buy bowling shoes, etc.).

Future events and/or activities: Assuming you have some special activities (3-6-9 pin or No Tap tournament, mini-leagues, etc.) scheduled for all of the graduates, share the schedule and encourage them to look forward to participating in them. Emphasize that these are NOT competitive events.

Encouraging Attendance and Sign-ups: Before taking everyone on a tour of the bowling center encourage everyone to take a few minutes to sign up for any of the upcoming clinics of their choice. Plan to convert your “check-in table” into a registration table, with staff available to answer specific questions, assist with completion of the inquiry/registration form, take payment, and give the new student an information/confirmation sheet, noting the specific session for which they have paid. Be sure to have the sign-up BEFORE going on the tour as many people may depart directly after the tour.

Facility Tour: Invite everyone to join you for a tour of your facility as outlined, conducting it in a manner that allows someone who has never been to a bowling center to feel comfortable.

- Start with the snack bar and pro shop
- Then take them to the back and show them how the pinsetters work, point out the lane machines and talk about the lanes

Q&A: Answer all questions, and make certain all students are comfortable with the procedures in each location.

Final sign-ups and drawing: Finish up with a question and answer session so that anyone with concerns can have them addressed, so they can all approach their first lesson with confidence that they have all the information they need to be comfortable and to become a bowler. Invite anyone who has not yet registered to do so.

Wrap-Up Activities: Make sure the administrator receives all of the inquiries and registration forms as soon as possible.

BOWLING INSTRUCTION PROGRAMS

There is no more important element of this program than the relationship between instructor and the students.

» THE INSTRUCTOR'S RESPONSIBILITIES

Establish a personal connection with each individual coming through the program; let them know you care about their comfort and progress and that you are committed to their success.

- Maintain the highest standards of integrity and professionalism
- Find creative ways to make the learning process FUN! This is the number one reason people will sign up for this program!!!
- Be prepared to offer supplementary tutoring sessions to students having trouble in a specific area

Follow up with all your students. Encourage them to practice more often. Let them know that you care about their progress and are there to help if needed.

» INTERPERSONAL CONNECTIONS

Perhaps bowling's greatest asset is that it is social. By offering such an opportunity for conversation and camaraderie, it provides opportunities for fun and friendship development.

Almost as important as the connection between the student and the instructor is the connection among the new players themselves. It's critical that beginning players get the chance to meet and socialize with other beginning players and that they have people they are comfortable bowling with. If people make new friends at the same time they are learning the game, the positive word of mouth -- a vital marketing component -- will increase dramatically.

» SAFETY

A key goal of AFB 2.0 is to create a safe environment for participants and staff. Safe practices should be stressed in the orientation and at the beginning of every lesson.

» DEVELOPING YOUR STUDENTS INTO BOWLERS

Your students will possess different levels of skills and bowling knowledge. You will need to work with some students extensively; for other more experienced students, only minor changes in their game will be necessary. Others will have problems with the mental aspects of the games. Close support and encouragement is necessary to stimulate the proper mental attitudes. It is recommended to keep a file for each student. Record observations, problems discovered, and methods you have developed to cure those problems and the progress of the student.

» LESSON COMPONENTS

Lesson plans developed by USBC Coaching are provided for your use. Bowling 2.0 is structured to take place once a week for four weeks, with each weekly session taking 1½ hours. The first 30 minutes of the session are designed to be in a classroom setting with a video lesson; the final hour is designed take place on the lanes, allowing students to put into practice what they have learned. An example of a schedule for an AFB 2.0 program:

<u>Week</u>	<u>Date</u>	<u>Time</u>	<u>Lanes</u>	<u>Lesson</u>
1	4-Feb	6:30 p.m. – 8 p.m.	1 - 8	Put in bullet points of lesson for each week
2	11-Feb	6:30 p.m. – 8 p.m.	1 - 8	Put in bullet points of lesson for each week
3	18-Feb	6:30 p.m. – 8 p.m.	1 - 8	Put in bullet points of lesson for each week
4	25-Feb	6:30 p.m. – 8 p.m.	1 - 8	Put in bullet points of lesson for each week
5*	4-Mar	6:30 p.m. – 8 p.m.	1 – 8	This is rollover week and the start of your follow-up program, to be decided by the center.

***While AFB 2.0 is a four-week program, it is important from the beginning to think about Week 5 and what rollover program you will offer these new bowlers. Understand not everyone will participate in your rollover program, but think positive and be prepared for those who will be part of your new program on Week 5. Teaching people how to bowl in four weeks is good; moving them into a new program on Week 5 is great! In order to generate new league bowlers, you need to go from good to great.**

AFB 2.0 KIT

A special AFB 2.0 kit has been assembled with everything you need to get your first session up and running. Besides this Managers Guide, every AFB 2.0 kit contains the following items:

<u>Item</u>	<u>Quantity</u>
Operations Manual & Implementation Guide	1
Coach's Guide	1
DVD with 4 weekly lessons	1
8 1/2 X 11 B/W flier	1
8 1/2 X 11 Color flier	1
Lesson 1 Student Handout	50
Lesson 2 Student Handout	50
Lesson 3 Student Handout	50
Lesson 4 Student Handout	50
5 X 7 Table Tent	1
1/3 page flier	1
22 X 28 Poster	1
3 X 6 Banner	1

Your AFB 2.0 kit will have enough student handouts for your first 50 students. After that, you can print the handouts on your own. Each of the elements in the kit will be available for electronic download at www.usafservices.com. Some of the promotional materials are meant to be customized to include your center information and specifics on the class you are starting, while other promotional materials such as the poster and banner are generic so they can be used to promote the program moving forward.

COACHING

The AFB 2.0 kit includes a Coach's Guide that has everything needed to conduct a successful program. While the coaching skills of the person leading the program are important, remember your audience is new or lapsed bowlers and at this point in their learning it is more about the overall experience. Having fun and learning the basics is top priority. Remember, the person leading the program is as much a part of your sales and marketing team as they are a coach at this point.

The person who conducts the four-week session in the classroom and on the lanes is **critical** to the success of the program. It is recommended the coach conducting the program be, at minimum, a USBC Level I certified coach. As a manager, if you are going to be the coach it is recommended you review the Coach's Guide in its entirety as it has some material not covered in this guide.

» WEEK ONE

Getting Started

- Shoes
- The Approach
- The Lane
- Lane Markings
- Lane Surface
- The Pins
- Bowling Balls
- Warm Up
- Starting Position
- Four-step Approach
- What is a game of bowling?

» WEEK TWO

Consistency and Targeting

- Posture
- Aligning your feet
- Targeting
- Armswing
- Strikes
- Cool Down

» WEEK THREE

Spares and Practice Drills

- 3-6-9 Spare System
- Key Pin
- The Moves
- Key Pin Exception – Baby Split
- Splits
- Visual Alignment
- Wrist Position
- Balance Arm
- Practice Drills
- How far apart are the 2-8 and 3-9 pins?

» WEEK FOUR

Understanding the Lane and League Bowling

- Bowling Terminology
- Lane Conditioner
- Finish Position and Opposite Arm
- Quick Adjustments
- Getting your own bowling equipment

» WEEK FIVE

This is the week you start your rollover program. The success of this effort will happen during Week 4, when you go lane to lane and give everyone a promotional piece about your new program. If your coach conducting the program is not strong in sales and marketing, then Week 4 is when you need someone to join the coach on the lanes. Your representatives should go lane to lane to thank everyone for taking part in the program and have the new bowlers sign-up for your rollover program.

You will decide the type of rollover program to offer the bowlers. However, it should have a fee attached to it and be short in duration. Now is when you can start to generate revenue from your four-week investment. There are many types of programs to offer and we recommend nothing more than eight weeks. It is a normal transition to the life cycle of a bowler in today's marketplace. These new customers are not yet ready to be mixed with traditional league bowlers for a longer season.

» ON - LANE SUPERVISION

In most cases, the bowling coach fulfills this role, primarily because they want to ensure a successful transition for each student. Grad cards will be used to track retention rates and give

you a baseline for the success of your program. Be sure to create a key in Qubica Conqueror to track graduate lineage. Use your discretion for the value of the card.

» GRADUATION CEREMONY (15-20 MINUTES)

After the last lesson ensure everyone stays for the graduation celebration. Be sure to include:

- Distribution of graduation certificates and grad cards
- Remind everyone about the dates of the upcoming league schedules and other events you have scheduled

MARKETING THE PROGRAM

This section is designed to assist each individual host site in developing their own marketing and sales strategies, capitalizing on relationships, and taking advantage of the effectiveness of community-based marketing.

Establishing relationships in the community and marketing the program at the grassroots level is an effective way to promote AFB 2.0 – and FREE. At the same time, it makes sense to focus to a specific niche or target group at a time (i.e. youth, enlisted men, junior airman, seniors, women etc.) rather than trying to appeal to all audiences. For instance, try promoting and holding a AFB 2.0 session just for women, then one just for youth, just for seniors, and so on. This creates what is called an “affinity group,” in which your participants feel comfortable with their peers, and have the opportunity to meet new friends of the same skill level.

While every center and market is different, here are some steps to success for your program:

- Track all AFB 2.0 sign-ups just as you would a league sign-up. Confirm their participation within 24 hours of signing up.
- When confirming the sign-up, ask if they have a friend that would like to attend as well.
- Call all students the night prior to the first session to remind them of the start date and time, and encourage them to bring a friend.
- Take attendance during the start of the first session and call all no-shows to invite them to your next program.
- Don't keep score during the first two sessions. You want them focused on learning their new skills, not on their score. Start keeping score in Week 3.
- Make sure you have enough coaches for your group. One coach for every four lanes is recommended.
- Give students a BOGO (buy one, get one free) or some other discount to come in and practice during the week between lessons.

- Make sure you have your rollover flier ready for Week 4. Work under the pretext that everyone is coming back the next week.

» LEAD TIME

- Factoring in enough lead time to market your program is crucial to your success
- Plan now and schedule at least two events (orientations and classes) at the start of your season
- Submit all materials requiring marketing support 6-8 weeks prior to the class
- Promotional flyers, posters and related advertising materials should be ready to display no later than 4 weeks prior to the AFB 2.0 class

» ON-SITE MARKETING

Introduce the program to bowlers and spectators during open play, especially those who appear new and/or inexperienced. Speak with them about the program and provide a flyer.

New league bowlers will directly benefit from AFB 2.0 clinics. Display posters and distribute flyers in video game areas and snack bars as well as on monitors.

» COLLATERAL

Air Force Marketing will post AFB 2.0 promotional materials for download from our website.

<https://www.usafservices.com/default.aspx>

» INSTALLATION ADVERTISING

- **Services Newsletters/Monthly Publications:** A flyer/ad template will be available on the www.usafservices.com website.
- **Cross marketing:** Cross-market AFB 2.0 by promoting in other FSS and base activities as appropriate. Look for ideal locations around the bowling center to feature your promotional items such as the pro shop, on-lane monitors, snack bar, locker rooms, and restrooms. To reach non-bowlers, it is important to cross-market in other activities on the installation, especially those that young enlisted and/or families visit frequently, such as youth centers, club's, dining facilities and community centers. Reach out into the neighboring base community and market your clinics. Don't wait for them to come to you.
- **Flyers:** For maximum low-cost exposure to those who do not normally visit the bowling center, flyers should be distributed at other high-traffic base locations. Suggestions include bag-stuffers at the Exchange and Commissary, temporary lodging facilities, fitness center, base theater, auto skills center, clubs, youth center, CDC and community centers.

- **E-mails, base bulletins, marquees, base TV/radio, newcomers' briefings, FAX, command briefings, etc.** can all supplement a base-level campaign. Be creative and use whatever resources are available to accomplish the goal. Utilize your existing relationships - email or mail flyers and notices – check with your marketing department to see if they have an existing database for direct mail/email, contact anyone who has ever had a bowling outing at your facility, distribute flyers to guests at bowling birthday parties, ask customers to pass the word along, include a notice in your newsletter, create a “friend-bring-a-friend promotion”, etc.
- **Electronic scoring monitor messages:** Should place messages or slides promoting AFB 2.0 on scoring monitors frequently throughout the day for at least 3 weeks before your next session begins.

RETENTION ACTIVITIES

The goal is to turn AFB 2.0 bowlers into league bowlers and getting them to enjoy the game so they bowl more often. Most adult beginning bowlers drop out of leagues after joining because they are not having fun or do not understand the rules of league bowling and prize funds.

Most youth leagues are very structured and have many volunteers ensuring the kids have fun and are rewarded. Your job is to recruit the youth. Explain to youth bowlers when the leagues begin and what they can expect. Make sure the parents are available.

» BEGINNER’S LEAGUES

It is absolutely vital that new bowlers can bowl in leagues where they do not have to compete with high average bowlers. If you have youth leagues recruit them for your leagues. Consider a beginners league for the adults. Recommend an 8 -12 week league to introduce them to organized bowling where they can learn the rules, develop a constitution, elect officers, etc.

» NEW BOWLER EVENT

“For New Bowlers Only” program: These can be offered on one or two designated midweek evenings. These opportunities are designed to help students make a smooth transition from participating in their on-lane experiences to actually bowling by themselves or with other new bowlers without the coach. This gives new bowlers a chance to play with each other and develop relationships that will bring them to the lanes more often.

To ensure successful Bowling Days we encourage the following steps:

- Develop a schedule of bowling days each month for three-game series opportunities
- Block off space on the lane availability sheet for 2-3 groups at various times. Price the games reasonably

- Market these Bowling Days by posting them in the pro shop, both locker rooms and emailing them periodically to all students. Take time to call students to encourage participation
- Try to develop consistency in the days and times so students can look for them at the same time each week
- Conduct a free 10-15 minute clinic in concert with each Bowling Days if possible

» **NINE – PIN TOURNAMENT**

As the newer bowlers begin to gain confidence through participation in the bowling days, they will eventually be ready for a small tournament such as Nine-Pin No-Tap. Schedule a tournament just for new bowlers.

» **KEEPING THEM IN THE GAME**

Here are a few suggestions to keep bowlers in the game:

- Make certain students use their three free on-lane experiences. If they don't show up for a scheduled experience, call them to reschedule, even if it means having them go with another class
- Offer the occasional ten-minute refresher lesson at no cost
- Notify them of leagues, tournaments and other programs you have scheduled. Be creative in developing events for your new bowlers
- Call each bowler periodically and ask how they are doing, and if there is anything you can do to help them continue to develop as a bowler
- Show them you care!

» **TRACKING RETENTION**

As discussed earlier, measuring our success in retaining these bowlers is a critical component of the program. Once students graduate from the educational phase, we will use the lineage entered in ORCA, HU2B section to track return visits.

It is important that instructors inform all students that they will most likely be contacted via e-mail six months to a year after they “graduate” to determine their level of interest and play, and that their cooperation is important to the future of the program.

CONCLUSION

We hope these guidelines provide you and the members of your staff with a better understanding and comfort level about how to successfully establish your bowler development programs. This manual will continue to evolve with the help of great ideas from each of our participating facilities.

We can all learn from one another, and we encourage you to share your successes as a “Best Practice” to AFSVA/SVI via MyPers Link:

<https://gum-crm.csd.disa.mil/app/login/redirect/account%2Fquestions%2Flist>

» REGISTRATION FORM

If you are interested in enrolling in a program that will enable you to the sport of bowling in a fun, relaxed and welcome environment with people just like you, you've come to the right place! Simply complete the information below in order for us better understand your particular needs.

Name _____
First M.I. Last

E-Mail _____

MY BOWLING EXPERIENCE IS: (check ONE that best describes you)

- I have never bowled before
- I have only bowled a few times in my life
- I bowl 1 to 3 times a year
- I bowl 4 to 7 times a year
- I bowl 8 to 10 times a year
- I bowl more than 10 times per year (How many times?)

I WOULD LIKE TO PARTICIPATE IN THIS PROGRAM (check all that apply):

- Because I have always wanted to learn to bowl
- To meet new people to bowl with
- Because the price of the program is so affordable
- A family member bowls
- To improve my bowling
- Because someone I know has/is participating in the program
- To see if I like bowling
- So I don't look foolish bowling
- To have fun

I LEARNED ABOUT THE PROGRAM (check all that applies):

- From a friend/family member Who bowls Doesn't bowl
- At the bowling center
- From a magazine or newspaper article
- From an advertisement in a magazine or newspaper
- From mailer or newsletter
- From the website
- Other (please specify)

» PRESS RELEASE

Contact: (INSERT BC or MARKETING POC NAME) (INSERT BC OR BASE NAME)
(INSERT PHONE NUMBER) (INSERT POC EMAIL ADDRESS)

FOR IMMEDIATE RELEASE

(INSERT DATE)

(INSERT BC NAME) OFFERS “Air Force Bowling 2.0” A PLAYER DEVELOPMENT PROGRAM

(INSERT BC NAME) is now offering “Air Force Bowling 2.0” (AFB 2.0), a new player program, which makes learning the game simpler, fun and affordable. This player development initiative, operated by Air Force Services Activity will focus on bringing more players to the game and keeping them playing for a lifetime. It is designed to attract new bowlers to the game, as well as infrequent and former bowlers.

AFB2.0 program provides participants with a solid foundation about the game of bowling including etiquette, terminology, proper behavior, and fundamentals of bowling. For only \$49 per student, participants receive a 4 week lesson plan of group instruction which includes lineage and shoe rental. A free orientation preceding the clinic will be held on (INSERT DATE, TIME and LOCATION) and allows participants to learn more about the program, get a tour of their bowling facility, and meet other participants. Participants enrolled in the AFB 2.0 have the opportunity to purchase an AFB 2.0 Equipment Package which includes; bowling ball (includes fitting, drilling, thumb slug and finger inserts), bowling bag, and towel for \$70.

“This is a wonderful opportunity to learn how to bowl, develop good skills and meet new people,” said (INSERT NAME, TITLE, and FACILITY). AFB 2.0 provides a relaxed learning atmosphere without the intimidation factor with emphasis on having fun. We look forward to offering this exciting program to members of our community and encourage those who sign up to bring a friend or family member.”

For more information about “Air Force Bowling 2.0” interested parties can call (INSERT BC PHONE NUMBER).

» BOWLING ORDER FORM DD2250

Electronic PDF available on www.usafservices.com

Each participant who purchases an AFB 2.0 Equipment Package will receive a bowling ball, bowling bag, and a towel.

Bowling centers will order the AFB 2.0 Equipment Package by submitting a form DD250 and participant list to AFSVA/SVI MyPers Link:

<https://gum-crm.csd.disa.mil/app/login/redirect/account%2Fquestions%2Flist>

On the form DD250, list the type of ball, weight and color desired, type of bag, and the amount of towels.

Bowling balls will be purchased and ordered by AFSVA/SVPCR. The manufacturer will ship the balls, bags, and towels directly to the bases. During the second clinic, the instructor should assist the participant in selecting the correct ball by weight and color.

Please do not place orders until the Equipment Package is paid in full by the third week to ensure receipt in time to drill it so that students can use the new ball the last day of clinic. When the participant receives the ball, they will sign/date a receipt log acknowledging that they received their ball.

Submit the order to AFSVA/SVI via MyPers Link:

<https://gum-crm.csd.disa.mil/app/login/redirect/account%2Fquestions%2Flist>

MATERIAL INSPECTION AND RECEIVING REPORT							Form Approved OMB No. 0704-0248		
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.									
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.									
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. F41999-15-F-0018			ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT	
2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L TCN		5. DISCOUNT TERMS			
9. PRIME CONTRACTOR STORM PRODUCTS 165 SOUTH 800 WEST BRIGHAM CITY, UT 84302				CODE		10. ADMINISTERED BY AF NAF PURCHASING OFFICE (AFNAFPO) 2261 HUGHES AVENUE, STE 156 LACKLAND AFB, TX 78236-9852			
11. SHIPPED FROM (if other than 9)				CODE		FOB:		12. PAYMENT WILL BE MADE BY AFMC/FMFP ATTN: Ms Angela Arteaga 2261 HUGHES AVENUE, STE 156 LACKLAND AFB, TX 78236-9852	
13. SHIPPED TO				CODE		14. MARKED FOR HU2B FY15			
15. ITEM NO.	16. STOCK/PART NO.		DESCRIPTION <i>(Indicate number of shipping containers - type of container - container number.)</i>			17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001							EA		
0002							EA		
0003							EA		
0004							EA		
0005							EA		
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE			
a. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			b. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: TITLE: MAILING ADDRESS:			DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: TITLE: MAILING ADDRESS:			DATE RECEIVED _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:			
COMMERCIAL TELEPHONE NUMBER:			COMMERCIAL TELEPHONE NUMBER:			* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.			
23. CONTRACTOR USE ONLY									

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

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