



# AFA Chapter Semi-Annual Activity Report (SAAR)

(Updated: July, 2023)

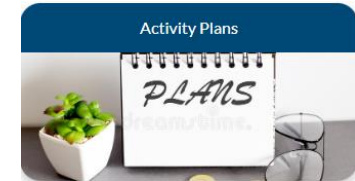
## Introduction:

The Semi-Annual Activity Report (SAAR) is a way for you to capture and show the activities that you have accomplished during the reporting period. Chapters are required to submit Semi-Annual Activity, and Financial Reports, complete Annual Activity and Financial Plans, and update their Officer Rosters each year to remain in good standing and be eligible for any available support funding. Your SAAR (approved by the State and Region Presidents) is due to Field Services by 31 July, so its time to get started.

## Preparation:

1) Before you even find and open a current Chapter SAAR document, you should pull in some information.

a) Pull up, or print a copy of your 2023 Annual Activity Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at [field@afa.org](mailto:field@afa.org) can help.



b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 Jan - 30 Jun 2023). In addition to checking with your various VPs and Project/Program Managers you may wish to consider the following:

- Previous Executive Council Meetings' material and minutes
- Newsletters
- Social Media postings and emails to the Council and Membership

**NOTE:** Sometimes events will fit across multiple areas. You are quite welcome to list an activity in more than one of the mission areas. For example, a school program where you talk about the Air Force and its mission, provide a scholarship to an Airman's dependent, and recognize a CyberPatriot Team, would easily fit in three of the mission areas.



## Mission Area Descriptions

c) Here is a brief summary of the types of activities that are envisioned in the four mission areas:

(**NOTE:** These examples are illustrative. You are not limited to them)

- i. **Education:** This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/ participating/ supporting CyberPatriot and StellarXplorers; working with Civil Air Patrol (CAP), AFJROTC and AFROTC units (to include Arnold Air Society and Silver Wings).
- ii. **Advocacy:** The first thing that comes to mind is working with your legislators. This is important, but the “advocate” mission is much more. It includes state and local leaders and even the community at large. Our goal is to promote a community understanding of, and support for, a strong air, space, and cyber defense. Conducting forums and presentations help in promoting that understanding.
- iii. **Support:** Our Airmen and Guardians (current and former Active, Guard, Reserve, and AF/SF Civilians) and their families are making (or have made) sacrifices. We owe it to them to provide what support we can. Recognition and award programs, AFA’s Wounded Airman Program, and family support are examples of activities that could be captured in this area.
- iv. **Communication:** We must communicate with our members to inform them of chapter activities, to invite or encourage them to participate, and pass on other important AFA information. Newsletters, social media and social events are some good examples. In addition, we must continue to reach out to prospective members.

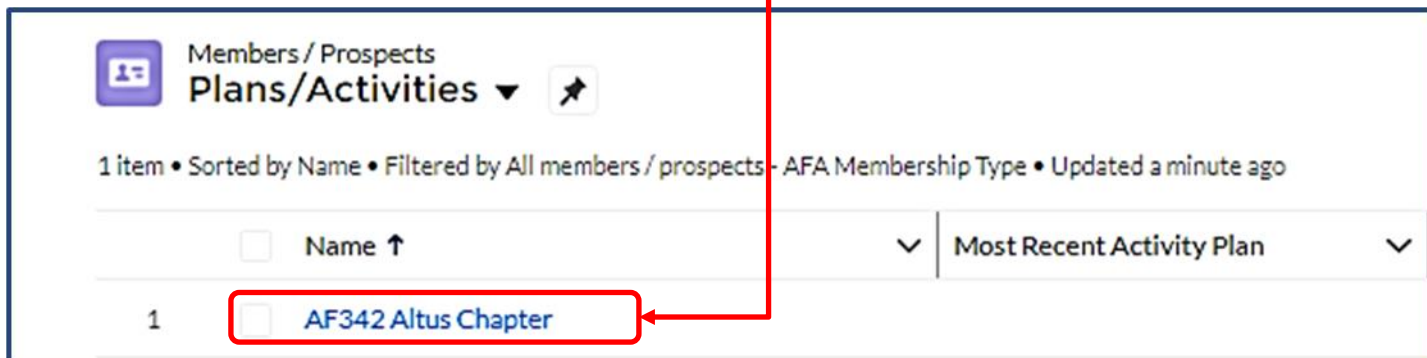
2) With an idea of what you've accomplished over the past semester, you are now ready to head to your Field Leaders Portal and start your new Chapter Jan - Jun Semi-Annual Activity Report.

a) At the top of your Field Leaders Portal, select **Reports/Plans**.



b) Then select, or tap on **All Plans/Reports**.

c) On the resultant page, select **your chapter**.



Contact

Name: AF342 Altus Chapter

Primary Phone

Primary Email

Details | **Reports/Plans**

Name

d) Now you need to select or tap on **Reports/Plans**. Yes...it's not readily apparent!

e) On this page, since you are starting a new Activity Report, select the associated **New button**.

Contact

+ Follow Edit

Name: AF342 Altus Chapter

Primary Phone

Primary Email

Details | **Reports/Plans**

Activity Plans (0)	New
Financial Plans (0)	New
<b>Activity Reports (0)</b>	<b>New</b>
Financial Reports (0)	New

New Activity Report

**Information**

Activity Plan Period: --None--

\* Chapter: AF342 Altus Chapter

Chapter Email

Submitted by?

**Submission Status**

**Draft**

--None--

✓ Draft

Submit For Approval

Re-Submit for Approval

**Education**

AE1: Accomplished: General AE and STEM

--None--

AE1: Remarks for General AE and STEM

AE3 Accomplished: STLX

--None--

AE3 Remarks StellarXplorers

f) **IMPORTANT:** Once you have the blank report open, note that the report is in **Draft status**. Don't change this until you are ready to submit your report for approval...we'll cover that later.

3) As you begin filling in the blanks, remember to **SAVE** often.

a) Again, leave the document in **DRAFT** status until you are ready to submit it for approval.

b) Use the pull-down menu to select the current **Activity Report Period** (January - June 2023 in this case).

The screenshot shows a web form titled "New Activity Report". It contains several fields: "Activity Plan Period" (a dropdown menu showing "January - June 2023"), "Submission Status" (a dropdown menu showing "Draft"), "Chapter" (a dropdown menu showing "AF342 Altus Chapter"), "Chapter Email" (a text field), and "Submitted by?" (a text field). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". Red boxes and arrows highlight the "SAVE" button in the top right, the "DRAFT" status, the "Activity Plan Period" dropdown, and the "Submitted by?" field.

c) Now...go ahead and **load up the name of who is submitting the report** to the state president. Your chapter's official email address should auto-fill during the submission process.

- 4) Time to lay in the information for each Category and Event. Here are some helpful guidelines:
- EDUCATION is up first. Put some information in each space provided. Entering “None” or “N/A” (if your chapter didn’t do anything in a particular area) is preferable to leaving a Remark section blank. That way the reviewer knows you didn’t accidentally skip an item.
  - Number or date each event.
  - Leave a blank line between each event (if there is more than one).
  - Remember...key points include **date**, **event title**, **location**, **how many attended** and **impact**. Also, don’t forget **names and titles** of important folks who were involved, or attended.
  - You can also provide a remark when you’ve annotated “--None--” in the **Accomplished** box (e.g. Explain that an event was planned, but then had to be cancelled).

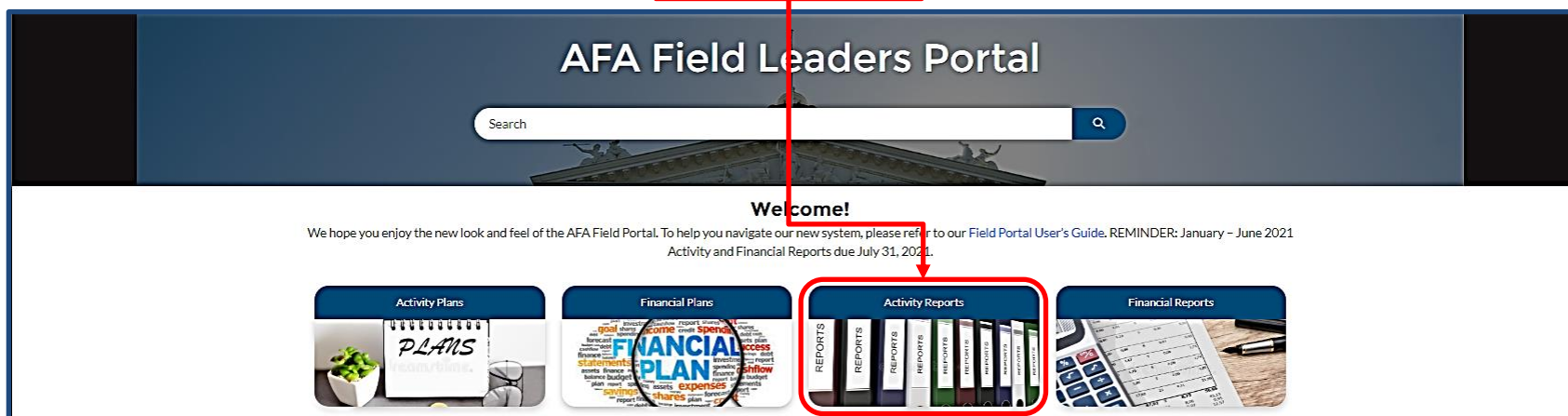
The screenshot shows a web form titled "Edit Activity Report" with a section for "Education". It contains several dropdown menus and text boxes for recording accomplishments and remarks.

Category	Accomplished	Remarks
AE1: Accomplished: General AE and STEM	--None--	N/A
AE1: Remarks for General AE and STEM		
AE2: Accomplished: NYCEP	--None--	N/A
AE2: NYCEP Remarks		
AE3: Accomplished: STLX	--None--	
AE3: Remarks StellarXplorers		
AE4: Accomplished: TOY	3	22 May: chapter boarded and selected two Teachers of the Year. Mrs Angie Dickenson (K-8) of Lawton Elementary, and Mr. Herman Detweiler (9-12) of Altus High School. Mrs. Dickenson was forwarded to OK AFA for state-level ToY competition.  15 Jun: The Chapter President delivered ToY accouterments and check to the Chapter (9-12) ToY (Herman Detweiler). Presented at Altus High School, Altus OK. School's Principal, Public Affairs liaison, and 24 of Mr Detweiler's peers were in attendance.  16 Jun: Chapter President delivered TopY accouterments and check to the Chapter (K-8) ToY (Angie Dickenson). Event took place at Lawton Elementary School, Lawton OK. The Principal, Superintendent, Public Affairs Officer and 33 of

- e) Now do the same thing for the ADVOCACY, SUPPORT and COMMUNICATION sections.
- f) If you need to take a break, go collect some more information, or want to come back to it another day...
  - i. Save the report as a DRAFT one more time before you close it.

The screenshot shows the 'New Activity Report' form. A red box highlights the 'Submission Status' dropdown menu, which is currently set to 'Draft'. A red arrow points from the 'Save' button at the bottom right to the 'Draft' option in the dropdown. Another red arrow points from the 'Save' button to the 'Draft' option. The form includes fields for 'Activity Plan Period' (set to '--None--'), 'Chapter' (AF342 Altus Chapter), 'Chapter Email', and 'Submitted by?'. The 'Save' button is highlighted with a red box.

- ii. To bring it up later, simply select Activity Reports from the Field Leaders Portal home page.



# Rosters, Reports & Plans

Activity Reports  
All

1 item • Sorted by Activity Report Name • Filtered by All activity reports • Updated a minute ago

Search this list...

	Activity Report Name ↑	Activity Plan Period	Created By	Submission Status	State Na...	St...	Region Name	R...	Us...	Last Modified Date
1	<a href="#">Activity Report # 684</a>	January - June 2023	AF342 Altus Chapter	Draft	Oklahoma		Texoma			6/16/2023 12:24 PM

- iii. Find your draft report, and select the **numbered Activity Report** link on the far left of the list.
- iv. Then, find and select **Edit** and you can get back to work!

# Rosters, Reports & Plans

Activity Report  
Activity Report # 684

Details Reports/Plans

Activity Plan Period  
January - June 2023

Activity  
Activity Report # 684 June 2023

Chapter  
[AF342 Altus Chapter](#)

Chapter Email  
[ok342.altus@afa.org](mailto:ok342.altus@afa.org)

Submitted by?

Submission Status  
Draft

Edit

Printable View

NOTE: Want a hard copy? Select **Printable View**, and then print it.



- g) Additional Comments: There are times when you may want to supply additional information or clarification to your report. This section is where that can be accomplished.

The screenshot shows the 'Edit Activity Report' form. The 'Additional Comments' section is highlighted with a red border. It contains three text input fields: 'Additional Remarks', 'State Comments', and 'Region Comments'. Each field has a double-slash icon (//) at the bottom right corner, indicating it is required.

- h) The Approval Section for your report at the end of the form is reserved for the State, Region, and National-level approval process.

The screenshot shows the 'Edit Activity Report' form. The 'Approval Section' is highlighted with a red border. It contains four buttons: 'State Approved', 'State Non-Approval/Need More Info', 'Region Approved', and 'Region Non-Approval/Need More Info'. Each button has a small information icon (i) next to it. Below the buttons, there are two rows of text: 'Created By' and 'Last Modified By', both followed by the text 'AF342 Altus Chapter, 6/16/2023'. At the bottom right, there is a 'Hidden Plan Field' label and three buttons: 'Cancel', 'Save & New', and 'Save'.

- i) When you think you have finished the report, select **Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE**.
- 5) Once you have your SAAR submitted, your State President will give it a review (Region President if you are the only chapter in your state).
- a) The State/Region President will either approve it with a “Yes” (sending it to the next level), or send it back for corrections/clarifications as required. (Requests for clarifications/additions should be clearly stated in the State **“Non-Approval/Need More Info”** block.)
- b) When the report receives a “Yes” from the Region President, the process is complete.

The screenshot shows the 'Edit Activity Report' form. Red boxes and arrows highlight the following elements: the 'Submit for Approval' option in the 'Submission Status' dropdown menu, the 'SAVE' button at the bottom right, and the 'Submitted by?' text input field. The form includes fields for 'Activity Plan Period' (January - June 2023), 'Activity' (Activity Report # 648 June 2023), 'Chapter' (AF342 Altus Chapter), 'Chapter Email' (ok342.altus@afa.org), 'Education' (AE1: Accomplished: General AE and STEM, AE3 Accomplished: STLX), and 'Remarks' (AE1: Remarks for General AE and STEM, AE3 Remarks StellarXplorers). The 'Submitted by?' field is currently empty.

The screenshot shows the 'State Approved' form. Red boxes and arrows highlight the 'Yes' option in the 'State Approved' dropdown menu and the 'State Non-Approval/Need More Info' text input field. The form includes a 'State Approved' dropdown menu (Yes) and a 'State Non-Approval/Need More Info' text input field.

### Edit Activity Report

Activity Plan Period

Activity  
 Activity Report # 648 June 2023

Chapter  
 AF342 Altus Chapter

Chapter Email ?

Submitted by?

Submission Status ?

--None--

Draft

✓ Submit For Approval

**Re-Submit for Approval**

State - Submit for Approval

State - Re-Submit for Approval

c) If you are required to make corrections use the **Re-Submit for Approval** selection in the Submission Status pull-down menu after you've made the updates. Again, don't forget to **save!**

d) **Be pro-active...**the State and Region presidents in some cases have a large number of plans to review. As the 31 July SAAR submission deadline approaches, a friendly phone call, text or email to your State President may be helpful if the **State and Region approved blocks** don't say "Yes".

Activity Reports									
All <span style="font-size: 0.8em;">▼</span> <span style="font-size: 0.8em;">✎</span>									
1 Item • Sorted by Submission Status • Filtered by All activity reports • Updated a minute ago									
<input type="checkbox"/>	Activity Report Name <span style="font-size: 0.8em;">▼</span>	Activity ... <span style="font-size: 0.8em;">▼</span>	Created By <span style="font-size: 0.8em;">▼</span>	Submission Status <span style="font-size: 0.8em;">↑</span> <span style="font-size: 0.8em;">▼</span>	State Na... <span style="font-size: 0.8em;">▼</span>	State Approved <span style="font-size: 0.8em;">▼</span>	Region Name <span style="font-size: 0.8em;">▼</span>	Region Approved <span style="font-size: 0.8em;">▼</span>	User Role <span style="font-size: 0.8em;">▼</span>
1	<a href="#">Activity Report # 684</a>	January - ...	AF342 Altus ...	Submit For Approval	Oklahoma	Yes	Texas	No / Need more info	7/14/2023 8:55 PM <span style="font-size: 0.8em;">▼</span>

**NOTE:**

If at any time you have trouble regarding the SAAR process, or have any questions regarding this instruction, contact AFA Field Services at [field@afa.org](mailto:field@afa.org).



## Survey

How was your experience?  
Can we make it better?

Please tap or click here  
to take the post-instruction survey for the  
Chapter Semi-Annual Activity Report