



# AFA Chapter Semi-Annual Activity Report (SAAR) (Updated: December, 2023)

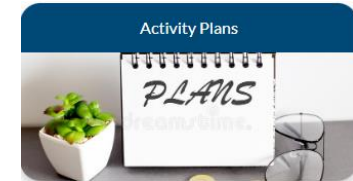
## Introduction:

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 January, 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 Jul - 31 Dec 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)

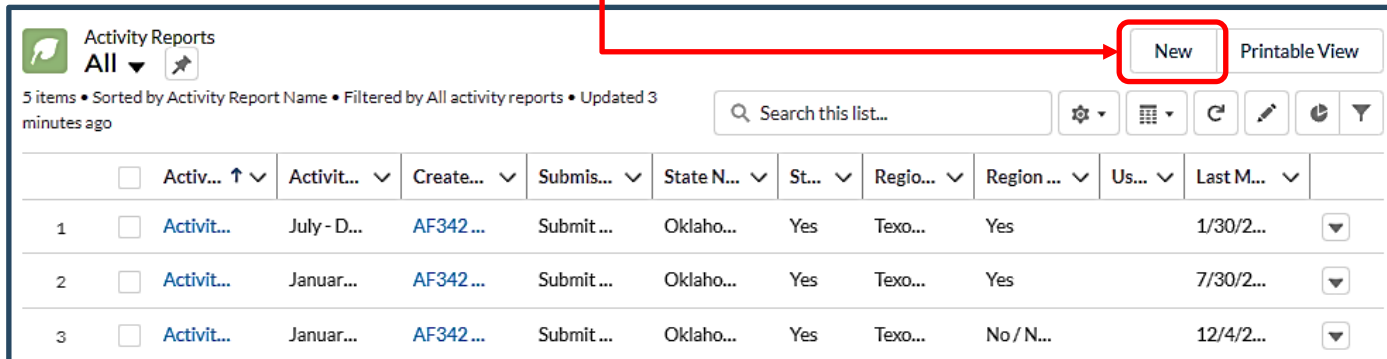
- i. **Education:** This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/ participating/ supporting CyberPatriot and StellarXplorers; working with Civil Air Patrol (CAP), AFJROTC and AFROTC units (to include Arnold Air Society 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 Jul - Dec Semi-Annual Activity Report.

a) On the Field Leaders Portal, select the **Activity Reports hotlink.**



b) On the resultant page, select **New.**



### New Activity Report

**Information**

Activity Report Period: --None--

Submission Status: **Draft**

\*Chapter: Search Members / Pros

Chapter Email:

Submitted by?:

**Education**

AE1: Accomplished: General AE and STEM: --None--

AE3 Accomplished: STLX: --None--

Cancel Save & New Save

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

d) You'll also notice that you cannot initially save the new Activity Report until you have filled in the **name of your Chapter** (click on the box, and select your chapter when it pops up).

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** (July - December 2023 in this case).

The screenshot shows a web form titled "New Activity Report". The form is divided into sections. The "Information" section contains several fields: "Activity Plan Period" (a dropdown menu with "July - December 2023" selected), "Submission Status" (a dropdown menu with "Draft" selected), "Chapter" (a dropdown menu with "AF342 Altus Chapter" selected), "Chapter Email" (a text input field), and "Submitted by?" (a text input field). At the bottom right of the form 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 displays the 'Edit Activity Report' form, which is organized into a grid of input fields. The 'Education' section includes dropdown menus for 'AE1: Accomplished: General AE and STEM' (set to '--None--') and 'AE3 Accomplished: STLX' (set to '--None--'), with corresponding text areas for remarks (both containing 'N/A'). The 'NYCEP' section has a dropdown for 'AE2 Accomplished: NYCEP' (set to '--None--') and a text area for 'AE2: NYCEP Remarks' (containing 'N/A'). The 'TOY' section features a dropdown for 'AE4 Accomplished: TOY' (set to '3') and a large text area for 'AE4 Remarks TOY' containing three paragraphs of text detailing chapter activities and awards from May to June.

- f) Now do the same thing for the ADVOCACY, SUPPORT and COMMUNICATION sections.
- g) 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.

New Activity Report

Information

Activity Plan Period: --None--

Submission Status: Draft

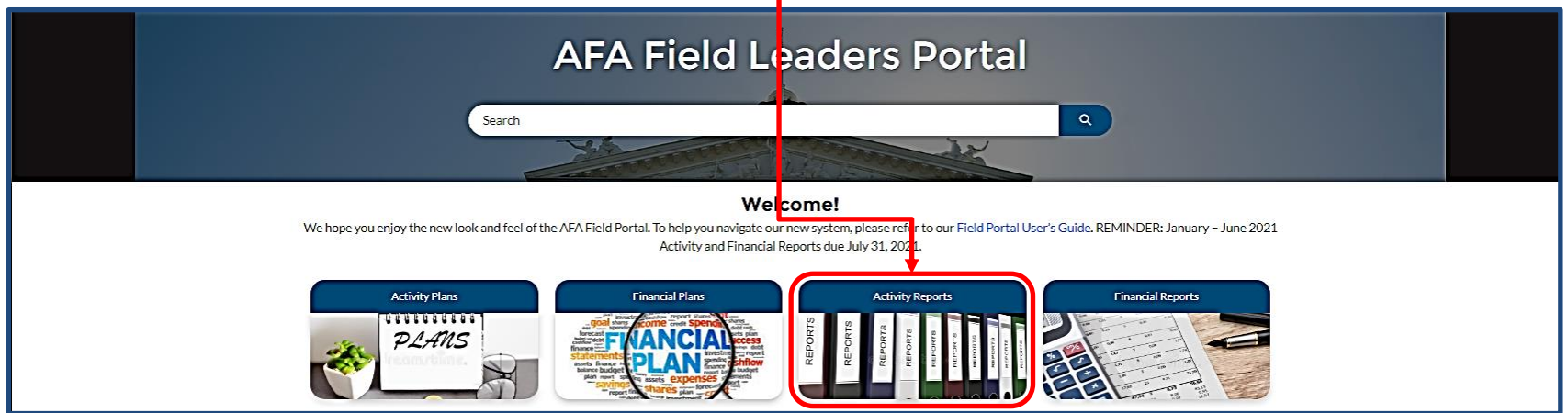
\* Chapter: AF342 Altus Chapter

Chapter Email: [Empty]

Submitted by?: [Empty]

Buttons: Cancel, Save & New, Save

- 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>	July - December 2023	AF342 Altus Chapter	Draft	Oklahoma	Texoma				1/16/2024 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!

## Activity Report # 684

Details Reports/Plans

Activity Plan Period	Submission Status
July - December 2023	Draft
Activity	
Activity Report # 684 January 2024	
Chapter	
AF342 Altus Chapter	
Chapter Email	
ok342.altus@afa.org	
Submitted by?	

[Edit](#) [Printable View](#)

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



- h) 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 rounded rectangle. 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 a rich text editor.

- i) 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 rounded rectangle. It contains four rows of approval options:

State Approved ⓘ	National Approved
State Non-Approval/Need More Info ⓘ	National Non-Approval/Need More Info ⓘ
Region Approved ⓘ	
Region Non-Approval/Need More Info ⓘ	

Below the approval section, there are two columns of text: 'Created By' (AF342 Altus Chapter, 1/15/2024 11:39 AM) and 'Last Modified By' (AF342 Altus Chapter, 1/16/2024 12:24 PM). At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

### Edit Activity Report

Activity Plan Period  
July - December 2023

Activity  
Activity Report # 648 January 2024

Chapter  
AF342 Altus Chapter

Chapter Email  
ok342.altus@afa.org

Submitted by?

Education

AE1: Accomplished: General AE and STEM  
--None--

AE1: Remarks for General AE and STEM  
N/A

Submission Status  
Submit For Approval

--None--

Draft

Submit For Approval

Re-Submit for Approval

Cancel   Save & New   **Save**

### State Approved

Yes

State Non-Approval/Need More Info

j) 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.

### Edit Activity Report

Activity Plan Period

Activity  
**Activity Report # 648 /January 2024**

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 January 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 Report Name	Activity ...	Created By	Submission Status	State Na...	State Approved	Region Name	Region Approved	User Role	Last Modified Date
1	Activity Report # 684	January ...	AF342 Altus ...	Submit For Approval	Oklahoma	Yes	Texoma	No / Need more info	1/14/2024 8:55 PM

**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](#)