



AFA State Semi-Annual Activity Report

Includes State/Region-Level Approval Process for Chapter & State Reports (pg. 12)
(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. State Organizations 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 Region President) is due to Field Services by 31 January, so its time to get started.

Preparation:

- 1) Before you even find and open a current State 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 can help.
 - b) Make a list of the activities the State Organization accomplished over the past reporting period (in this case from 1 Jul - 30 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 Executive 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 mission of the Air Force or Space Force, provide a scholarship to an Airman's or Guardian'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 are illustrative. You are not limited to them.)

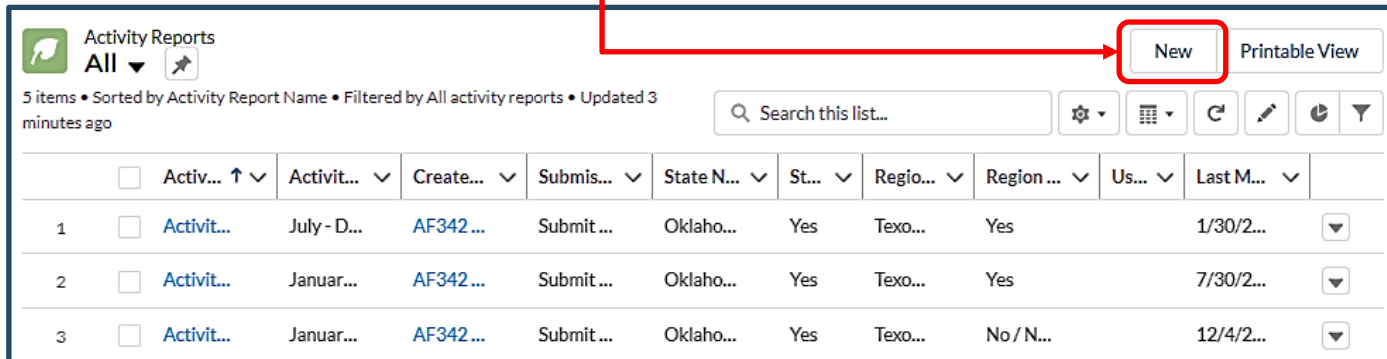
- i. **Education:** This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; working with Civil Air Patrol (CAP), AFJROTC, and AFROTC units (to include Arnold Air Society 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 state organization 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 State 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 **"Chapter"** block (click on the box, and select your state organization 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". It contains several fields and buttons. Red boxes and arrows highlight specific elements: a box around "SAVE" in the text above; a box around "DRAFT" in the text above; a box around the "Submission Status" dropdown menu, which is set to "Draft"; a box around the "Activity Plan Period" dropdown menu, which is set to "July - December 2023"; a box around the "Submitted by?" text input field; and a box around the "Save" button at the bottom right. The form also includes fields for "*State" (set to "State of Oklahoma"), "Chapter Email", "State Email", and buttons for "Cancel", "Save & New", and "Save".

c) Now...go ahead and **load up the name of who is submitting the report** to the region president. Your state'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 state organization 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).

Edit Activity Report

Education

<p>AE1: Accomplished: General AE and STEM ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--None--</div>	<p>AE3 Accomplished: STLX ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--None--</div>
<p>AE1: Remarks for General AE and STEM ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">N/A</div>	<p>AE3 Remarks StellarXplorers ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">N/A</div>
<p>AE2 Accomplished: NYCEP ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--None--</div>	<p>AE4 Accomplished: TOY ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">3</div>
<p>AE2: NYCEP Remarks ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">N/A</div>	<p>AE4 Remarks TOY ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 100px;"> <p>22 May: State boarded and selected its State Teacher of the Year. Mrs. Angie Dickenson of Lawton Elementary, Lawton OK.</p> <p>31 May: state forwarded it's 2023 Teacher of the Year's nomination package to National for consideration as the 2023 National Teacher of the Year.</p> <p>20 Jun: State VP for Education presented the State ToY accoutrements and check to the State ToY (Angie Dickenson) during the State Annual Awards Dinner. Approximately 100 were in attendance.</p> </div>

- 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--

* Chapter
State of Oklahoma

State Email

Submitted by?

Submission Status
Draft

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	Activity Report # 684	July - December 2023	State of Oklahoma	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!

Rosters, Reports & Plans

Activity Report
Activity Report # 684

Details Reports/Plans

Activity Plan Period January - June 2023	Submission Status Draft
---	----------------------------

Activity
Activity Report # 684 June 2023

State
[State of Oklahoma](#)

State Email
ok.president@afa.org

Submitted by?

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

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

- 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.

Edit Activity Report

Additional Comments

Additional Remarks

State Comments

Region Comments

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

Edit Activity Report

Approval Section

National Approved

National Non-Approval/Need More Info ⓘ

Region Approved ⓘ

Region Non-Approval/Need More Info ⓘ

2023

Created By
Oklahoma. 1/16/2024 11:39 AM

Last Modified By
Oklahoma. 1/20/2024 12:24 PM

Hidden Plan Field

Cancel Save & New Save

j) When you think you have finished the report, select **State-Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE.**

5) Once you have your SAAR submitted, your Region President will give it a review.

a) The 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 Region **“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 State - Re-Submit 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 Region presidents 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 Region President may be helpful if the Region approved block does not say "Yes".

Activity Reports All ▾ 🔍

1 Item • Sorted by Submission Status • Filtered by All activity reports • Updated a minute ago

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	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...	State of Okl...	Submit For Approval	Oklahoma	Yes	Texoma	No / Need more info		1/14/2024 8:55 PM

State/Region-Level Approval Process For Chapter Reports

6) Here is the procedure to review chapter reports when they come to you:

a) From your Field Leaders Portal, Select **Activity Reports**.

b) Select the **Activity Report of the Chapter you want to review.**



Activity Reports
All

1 item • Sorted by Activity Plan Period • Filtered by All activity reports • Updated 2 minutes ago

Search this list...

	Activity Report Name	Activity Plan Period	Created By	Submission Status	State Name	State Approved	Region...	Re...	Us...	Last Modified D
1	Activity Report # 684	July - December 2023	OK342.Altus	Submit For Approval	Oklahoma	No / Need more ...	Texoma	N...		1/21/2024 10:1

c) When the report comes up, give it a thorough review, top to bottom.

d) When you're ready to approve the report, or send it back for one reason or another, select the State Approval **Edit Pencil**.

Activity Report # 684

Edit Delete Printable View

Details Reports/Plans

Activity Plan Period: July - December 2023

State Approved: No / Need more info

Chapter: [Pencil icon]

State Non-Approval/Need More Info: Please complete report

Submission Status: Submit For Approval

e) Then, open the **pull-down menu** and select what you want to do. Be sure to include appropriate remarks if sending it back.

f) Don't forget to hit the **"Save"** button.

g) Now you can move on to the next chapter report.

Activity Report # 684

Edit Delete Printable View

Details Reports/Plans

Activity Plan Period: July 2023 - December 2023

Chapter: [Pencil icon]

State Approved: [Pull-down menu open showing options: --None--, Yes, No / Need more info]

Submission Status: Submit For Approval

Education: [Pencil icon]

Cancel Save

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.



Survey

How was your experience?
Can we make it better?

[Please tap or click here](#)
[to take the survey for the](#)
[State Semi-Annual Activity Report](#)