



# AFA Chapter Semi-Annual Activity Report (SAAR)

(Updated: June, 2024)

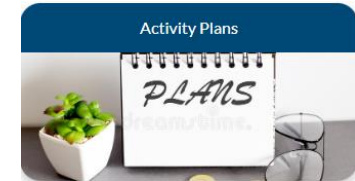
## Introduction:

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 2024 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 - 31 Jun 2024). 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.



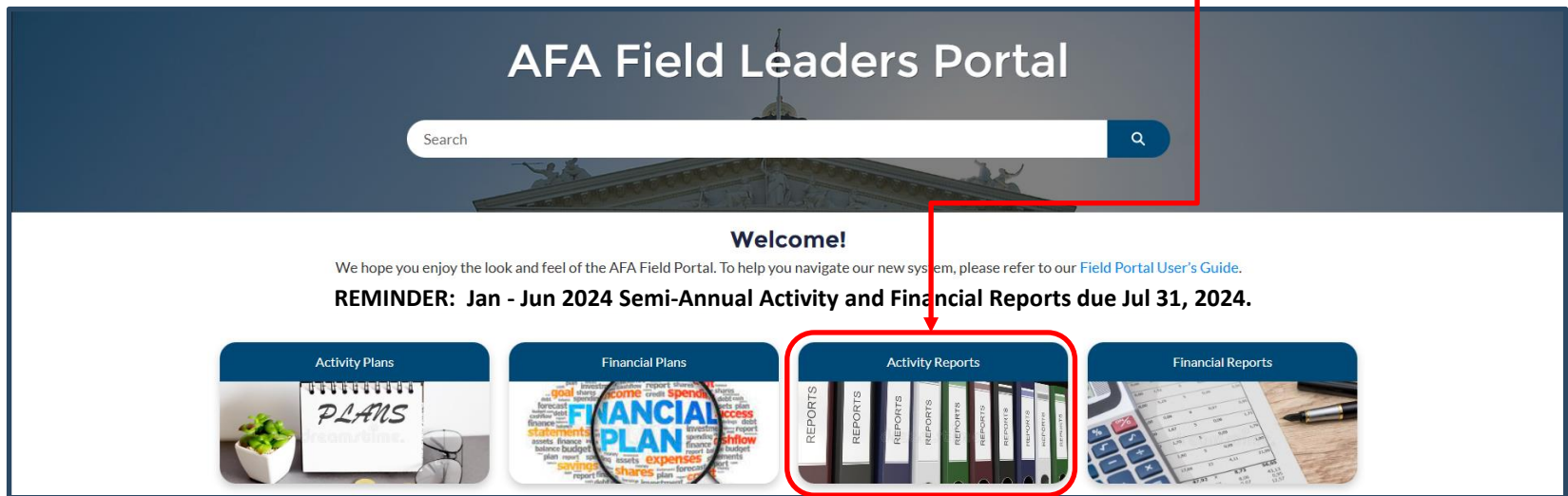
## Mission Area Descriptions

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.**

Activity Reports

All ▾

5 items • Sorted by Activity Report Name • Filtered by All activity reports • Updated 3 minutes ago

Search this list...

New Printable View

	<input type="checkbox"/>	Activ... ↑ ▾	Activit... ▾	Create... ▾	Submis... ▾	State N... ▾	St... ▾	Regio... ▾	Region ... ▾	Us... ▾	Last M... ▾	
1	<input type="checkbox"/>	Activit...	July - D...	AF342...	Submit ...	Oklaho...	Yes	Texo...	Yes		1/30/2...	▾
2	<input type="checkbox"/>	Activit...	Januar...	AF342...	Submit ...	Oklaho...	Yes	Texo...	Yes		7/30/2...	▾
3	<input type="checkbox"/>	Activit...	Januar...	AF342...	Submit ...	Oklaho...	Yes	Texo...	No / N...		12/4/2...	▾

The screenshot shows a web form titled "New Activity Report". It is divided into several sections: "Information", "Chapter", "Education", and a bottom action bar. In the "Information" section, there are two dropdown menus: "Activity Report Period" (set to "--None--") and "Submission Status" (set to "Draft"). The "Chapter" section has a search box labeled "Search Members / Pros" with a magnifying glass icon. Below this are text input fields for "Chapter Email" and "Submitted by?". The "Education" section contains two dropdown menus: "AE1: Accomplished: General AE and STEM" (set to "--None--") and "AE3 Accomplished: STLX" (set to "--None--"). At the bottom are three buttons: "Cancel", "Save & New", and "Save". Red boxes and arrows highlight the "Draft" status, the "Search Members / Pros" box, and the "AE3 Accomplished: STLX" dropdown.

**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** (January - June 2024 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 "Draft" in the "Submission Status" dropdown, a box around "January - June 2024" in the "Activity Plan Period" dropdown, a box around the "Submitted by?" text input field, and a box around the "Save" button. Arrows point from the text instructions to these elements: from "SAVE" to the "Save" button, from "DRAFT" to the "Submission Status" dropdown, from "Activity Report Period" to the "Activity Plan Period" dropdown, and from the "Submitted by?" instruction to the "Submitted by?" input field.

**New Activity Report**

**Information**

Activity Plan Period  
January - June 2024

Submission Status  
Draft

\* Chapter  
AF342 Altus Chapter

Chapter Email

Submitted by?

Cancel Save & New **Save**

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, specifically the 'Education' section. It is organized into two columns. The left column contains fields for 'AE1: Accomplished: General AE and STEM', 'AE1: Remarks for General AE and STEM', 'AE2: Accomplished: NYCEP', and 'AE2: NYCEP Remarks'. The right column contains fields for 'AE3: Accomplished: STLX', 'AE3: Remarks StellarXplorers', 'AE4: Accomplished: TOY', and 'AE4: Remarks TOY'. Each 'Accomplished' field has a dropdown menu, while the 'Remarks' fields are text input areas. The 'AE4: Accomplished: TOY' dropdown is set to '3'. The 'AE4: Remarks TOY' field contains a scrollable list of events, including '22 May: chapter boarded and selected two Teachers of the Year...' and '15 Jun: The Chapter President delivered ToY accouterments...'. The 'AE2: NYCEP Remarks' field contains 'N/A'. The 'AE1: Remarks for General AE and STEM' field also contains 'N/A'.

Education	
AE1: Accomplished: General AE and STEM ⓘ --None--	AE3: Accomplished: STLX ⓘ --None--
AE1: Remarks for General AE and STEM ⓘ N/A	AE3: Remarks StellarXplorers ⓘ N/A
AE2: Accomplished: NYCEP ⓘ --None--	AE4: Accomplished: TOY ⓘ 3
AE2: NYCEP Remarks ⓘ N/A	AE4: Remarks TOY ⓘ 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 OKAFA 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

- 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.

The screenshot shows the 'New Activity Report' form. A red box highlights the 'Save' button at the bottom right. A red line connects this button to the 'Save' text in the instruction above. Another red box highlights the 'Submission Status' dropdown menu, which is currently set to 'Draft'. A red line connects this box to the 'DRAFT' text in the instruction above. The form includes fields for 'Activity Plan Period' (set to '--None--'), 'Chapter' (AF342 Altus Chapter), 'Chapter Email', and 'Submitted by?'.

- 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 2024	AF342 Altus Chapter	Draft	Oklahoma		Texas			7/16/2024 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 2024

Activity  
Activity Report # 684 Jul 2024

Chapter  
AF342 Altus Chapter

Chapter Email  
ok342.altus@afa.org

Submitted by?

Submission Status  
Draft

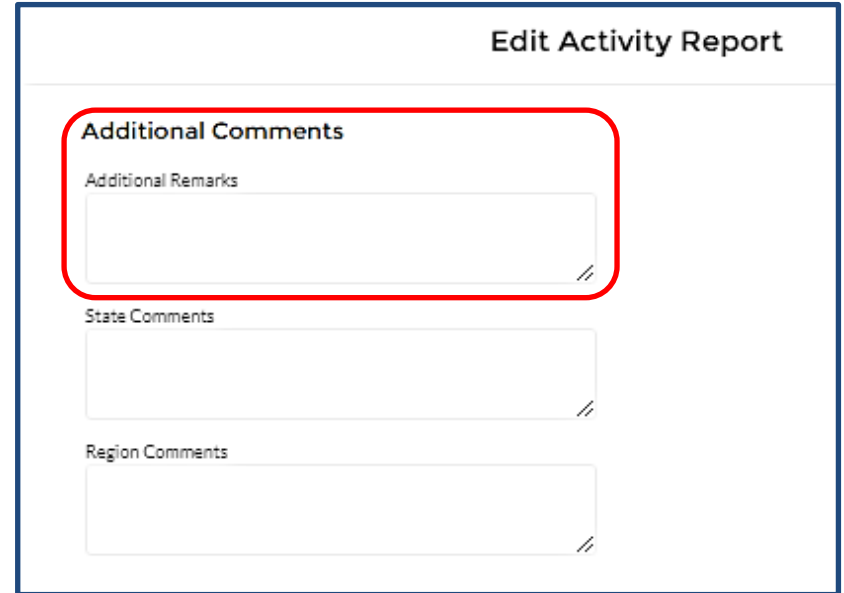
Edit

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.



**Edit Activity Report**

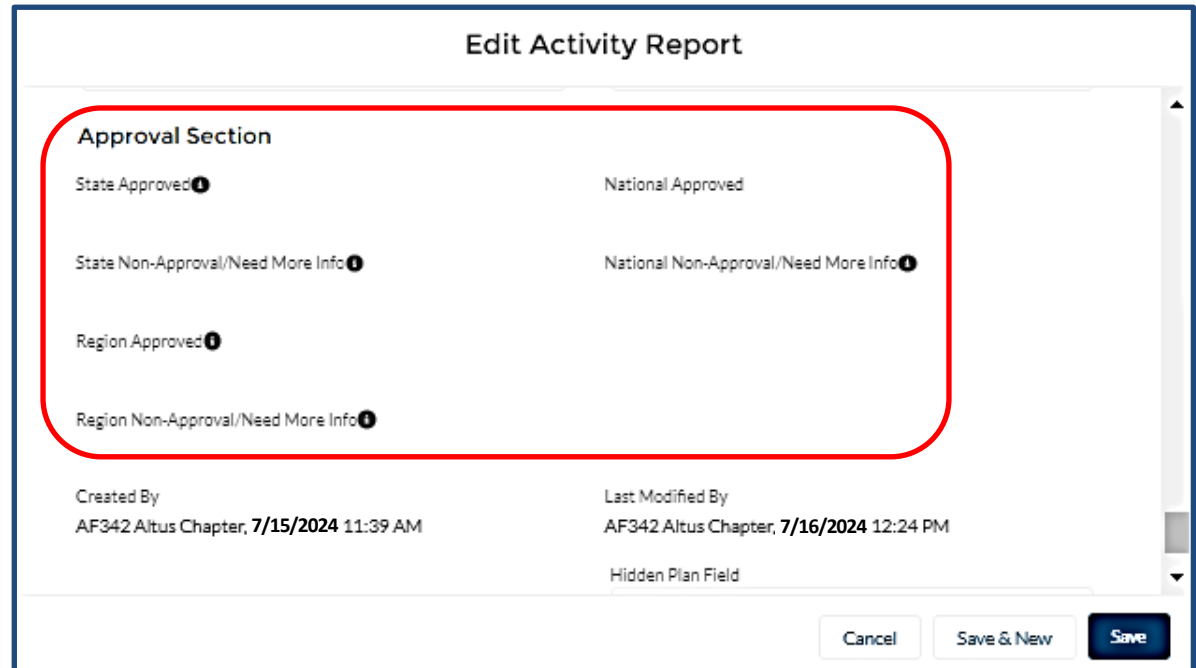
**Additional Comments**

Additional Remarks

State Comments

Region Comments

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



**Edit Activity Report**

**Approval Section**

State Approved ⓘ      National Approved

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

Region Approved ⓘ

Region Non-Approval/Need More Info ⓘ

Created By  
AF342 Altus Chapter, 7/15/2024 11:39 AM

Last Modified By  
AF342 Altus Chapter, 7/16/2024 12:24 PM

Hidden Plan Field

Cancel    Save & New    **Save**

- 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.

The screenshot shows the 'Edit Activity Report' form. Red boxes and arrows highlight key elements: 'Submit for Approval' in the Submission Status dropdown, 'SAVE' in the bottom right button group, and the 'Submitted by?' text field. The form includes fields for Activity Plan Period (January - June 2024), Activity (Activity Report # 648 July 2024), Chapter (AF342 Altus Chapter), Chapter Email (ok342.altus@afa.org), Submitted by?, Education (AE1: Accomplished: General AE and STEM, AE3 Accomplished: STLX), and Remarks for General AE and STEM (N/A) and StellarXplorers (N/A). The Submission Status dropdown is open, showing options: --None--, Draft, Submit For Approval (checked), and Re-Submit for Approval.

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

### Edit Activity Report

Activity Plan Period

Activity  
**Activity Report # 648 / July 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 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 ▾									
1 Item • Sorted by Submission Status • Filtered by All activity reports • Updated a minute ago									
<input type="checkbox"/>	Activity Report Name ▾	Activity ... ▾	Created By ▾	Submission Status ↑ ▾	State Na... ▾	State Approved ▾	Region Name ▾	Region Approved ▾	User Role ▾
1	<a href="#">Activity Report # 684</a>	January -...	AF342 Altus ...	Submit For Approval	Oklahoma	Yes	Texas	No / Need more info	7/14/2024 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