### **AFA State Semi-Annual Activity Report**



Includes State/Region-Level Approval Process for Chapter & State Reports (pg. 12)

(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. 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 July, 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 <u>2024</u> Annual Activity Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at <u>field@afa.org</u> can help.



- b) Make a list of the activities the State Organization 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 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.

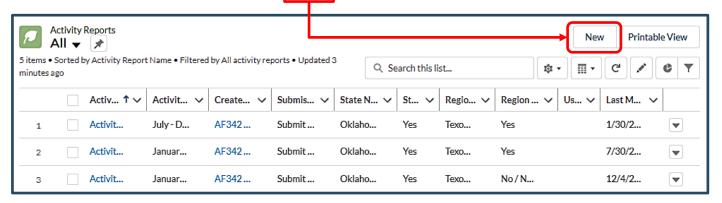
(NOTE: these are illustrative. You are not limited to them.)

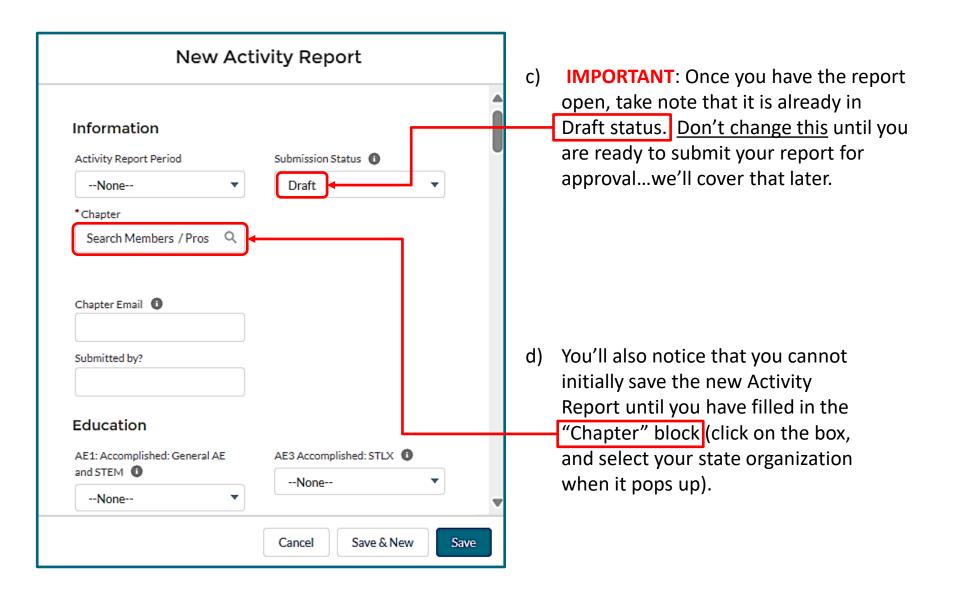
- **i. Education**: This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; working with Civil Air Patrol (CAP), AFJROTC, and AFROTC units (to include Arnold Air Society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

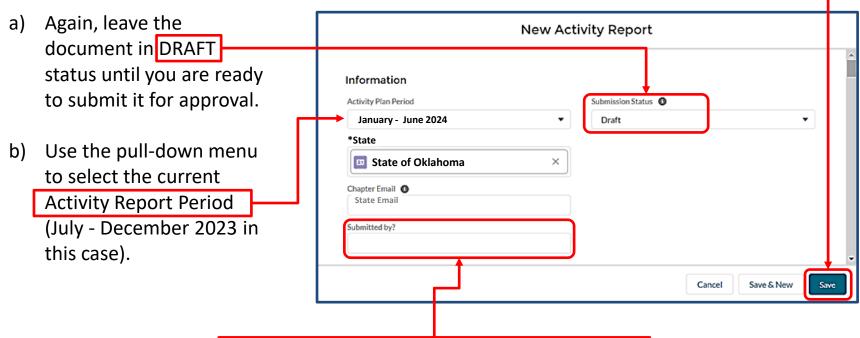


b) On the resultant page, select New.



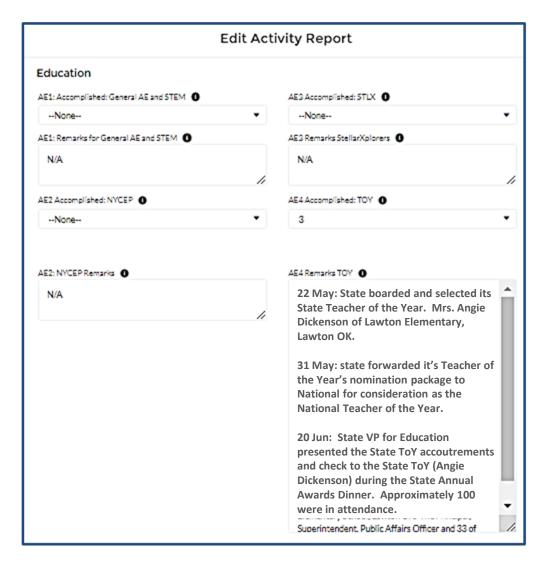


3) As you begin filling in the blanks, remember to SAVE often.



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:
  - a) 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 accidently skip an item.
  - b) Number or date each event.
  - c) Leave a blank line between each event (if there is more than one).
  - d) Remember...key points include <u>date</u>, <u>event title</u>, <u>location</u>, <u>how many attended</u> and <u>impact.</u>
    Also, don't forget <u>names and titles</u> of important folks who were involved or attended.
  - e) 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).



- 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-
--None-
--Chapter

Submission Status 
Draft

Submission Status 
Draft

Submission Status 
Submission Status 
Draft

Submission Status 
Submission

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

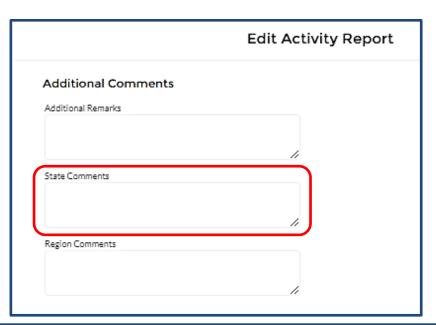




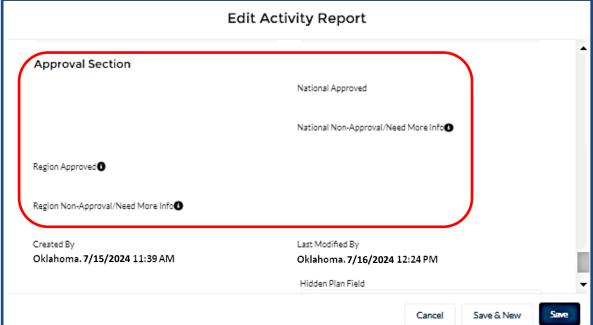
- iii. Find your draft report, and select the numbered Activity Report link on the far left of the list.
- iv. Then, find and select Edit and you can get back to work!

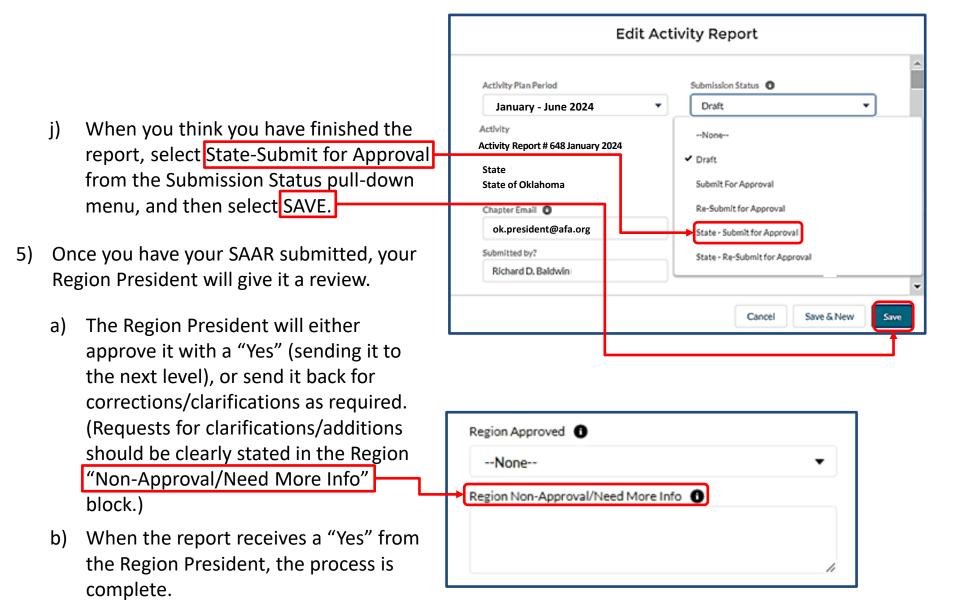


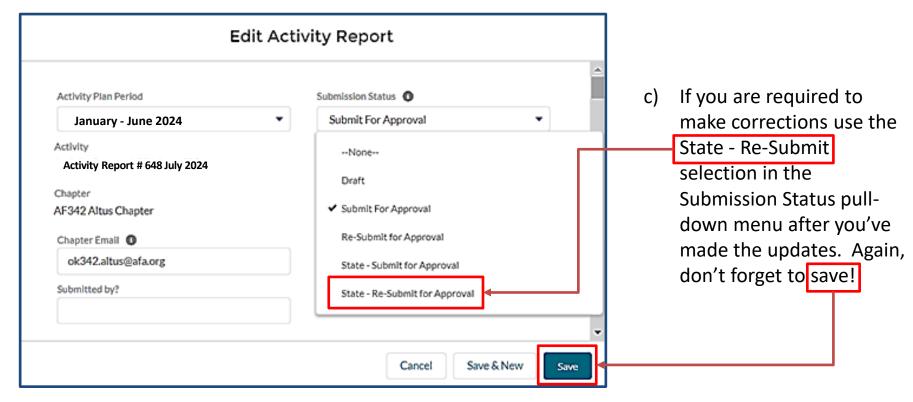
h) Additional Comments: There are times when you may want to supply additional information or clarification to your report. This section is where that can be accomplished.



 The Approval Section for your report at the end of the form is reserved for the Region, and Nationallevel approval process.







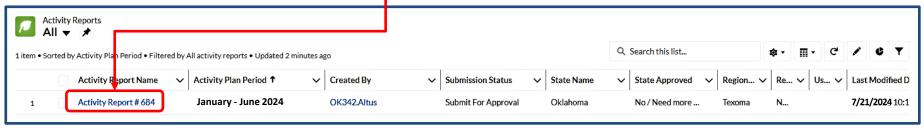
**d) Be pro-active**...the Region presidents have a large number of plans to review. As the 31 July SAAR submission deadline approaches, a friendly phone call, text or email to your Region President may be helpful if the Region approved block does not say "Yes".



# State/Region-Level Approval Process For Chapter Reports

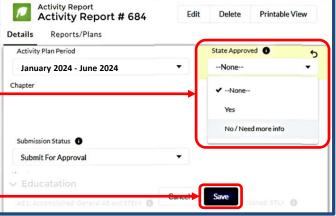
- 6) Here is the procedure to review chapter reports when they come to you:
  - a) From your Field Leaders Portal, Select Activity Reports.
  - b) Select the Activity Report of the Chapter you want to review.





- 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.
- 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.
- Now you can move on to the next chapter report.





#### **NOTE:**

If at any time you have trouble regarding the SAAR process, or have any questions regarding this instruction, contact AFA Field Services at <a href="mailto:field@afa.org">field@afa.org</a>.



## 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