



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 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 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.
- 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.**

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...	▾

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 a submission status dropdown. Red boxes and arrows highlight specific elements: a box around "Draft" in the "Submission Status" dropdown with an arrow pointing to instruction (a); a box around the "Activity Plan Period" dropdown menu with an arrow pointing to instruction (b); a box around the "Submitted by?" text input field with an arrow pointing to instruction (c); and a box around the "Save" button at the bottom right with an arrow pointing to the first instruction.

New Activity Report

Information

Activity Plan Period
January - June 2024

Submission Status
Draft

*State
State of Oklahoma

Chapter Email
State Email

Submitted by?

Cancel Save & New 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:
- 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 accidentally 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 **date**, **event title**, **location**, **how many attended** and **impact**. Also, don’t forget **names and titles** 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).

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' (a dropdown menu currently showing '--None--'), 'AE1: Remarks for General AE and STEM' (a text box containing 'N/A'), 'AE2 Accomplished: NYCEP' (a dropdown menu showing '--None--'), and 'AE2: NYCEP Remarks' (a text box containing 'N/A'). The right column contains fields for 'AE3 Accomplished: STLX' (a dropdown menu showing '--None--'), 'AE3 Remarks StellarXplorers' (a text box containing 'N/A'), 'AE4 Accomplished: TOY' (a dropdown menu showing '3'), and 'AE4 Remarks TOY' (a larger text box with a scrollbar). The 'AE4 Remarks TOY' box contains three paragraphs of text detailing state activities related to the Teacher of the Year award.

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: State boarded and selected its State Teacher of the Year. Mrs. Angie Dickenson of Lawton Elementary, Lawton OK. 31 May: state forwarded it's Teacher of the Year's nomination package to National for consideration as the National Teacher of the Year. 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. 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. Red boxes highlight the 'Save' button at the bottom right, the 'Draft' option in the 'Submission Status' dropdown, and the 'Save' button in the 'Activity Plan Period' dropdown. Red arrows point from these boxes to the 'Save' button at the bottom right.

New Activity Report

Information

Activity Plan Period: --None--

Submission Status: Draft

* Chapter: State of Oklahoma

State Email:

Submitted by?:

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	Activity Report # 684	January - June 2024	State of Oklahoma	Draft	Oklahoma	Texoma				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

Submission Status
Draft

Activity
Activity Report # 684 July 2024

State
[State of Oklahoma](#)

State Email
ok.president@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.

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 *i*

Region Approved *i*

Region Non-Approval/Need More Info *i*

Created By
Oklahoma. 7/15/2024 11:39 AM

Last Modified By
Oklahoma. 7/16/2024 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.

The screenshot shows the 'Edit Activity Report' interface. The 'Activity Plan Period' is set to 'January - June 2024'. The 'Submission Status' dropdown menu is open, showing options: '--None--', 'Draft' (selected), 'Submit For Approval', 'Re-Submit for Approval', 'State - Submit for Approval' (highlighted with a red box), and 'State - Re-Submit for Approval'. The 'State' is 'State of Oklahoma'. The 'Chapter Email' is 'ok.president@afa.org'. The 'Submitted by?' is 'Richard D. Baldwin'. At the bottom right, the 'Save' button is highlighted with a red box. Red lines connect the text in the instructions to these specific elements: from 'State-Submit for Approval' to the dropdown option, from 'SAVE' to the 'Save' button, and from the 'State - Submit for Approval' option to the 'Save' button.

The screenshot shows the 'Region Approved' dropdown menu. The current selection is '--None--'. The dropdown is open, showing the option 'Region Non-Approval/Need More Info' (highlighted with a red box). A red line connects the text '“Non-Approval/Need More Info”' from the instructions to this option.

Edit Activity Report

Activity Plan Period

Activity
 Activity Report # 648 July 2024

Chapter
 AF342 Altus Chapter

Chapter Email ?

Submitted by?

Submission Status ?

Submit For Approval

--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 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".

Activity Reports

All ▼ ✎

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

Q Search this list

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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	Texas	No / Need more info		7/14/2024 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.**



<div>Activity Reports</div> <div>All ▼ ↗</div> <div>1 item • Sorted by Activity Plan Period • Filtered by All activity reports • Updated 2 minutes ago</div> <div> <input type="text" value="Search this list..."/> ⚙️ 📊 🔄 ✎ 🕒 🔍 </div>										
<input type="checkbox"/>	Activity Report Name ▼	Activity Plan Period ↑ ▼	Created By ▼	Submission Status ▼	State Name ▼	State Approved ▼	Region... ▼	Re... ▼	Us... ▼	Last Modified D
1	Activity Report # 684	January - June 2024	OK342.Altus	Submit For Approval	Oklahoma	No / Need more ...	Texoma	N...		7/21/2024 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

Activity Report # 684

Edit Delete Printable View

Details Reports/Plans

Activity Plan Period

January - June 2024

State Approved ⓘ

No / Need more info

Chapter

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

Activity Report # 684

Edit Delete Printable View

Details Reports/Plans

Activity Plan Period

January 2024 - June 2024

Chapter

State Approved ⓘ

--None--

✓ --None--

Yes

No / Need more info

Submission Status ⓘ

Submit For Approval

Education

AE1: Accomplished: General AE and STEI ⓘ

Connect

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](#)