The Activity and Financial Reports are a way for you to capture and show the activities that you have accomplished during the reporting period. Note, chapters (and states) are required to report at least semi-annually to be eligible for support funding. (Note this is not the only requirement, you must also update your Officer Roster and have completed the Annual Activity and Financial Plans).

1) Before you even open up the Activity Report, you should look to pull in some information.
   a) Pull up, or print a copy of your 2019 Annual Plan.
   b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 Jul – 31 Dec 2019). In addition to checking with your various VPs and Project/Program Managers you may wish to consider the following:
      i. Previous Executive Council Meetings material and minutes
      ii. Newsletters
      iii. Social Media postings and emails to the Council and Membership
   c) With that list, annotate the activities captured into one (or more) of the four overarching mission areas: Education, Advocate, Support, and Communication. We recognize that sometimes events will fit across multiple areas. There is nothing that says you can’t list an activity in one or more 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 the three main mission areas (Educate, Advocate, and Support). Here is a brief summary of the types of activities that are envisioned in the four areas (Note – these are illustrative and not limited):
      i. Education. This is envision to be more about the education of our youth; encouraging them to pursue “science, technology, engineering, and math” (STEM) studies; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol, AFJROTC and AFROTC units (to include Arnold Air Society and Silver Wings).
      ii. Advocate. Obviously the first thing that comes to mind is associated with working with your legislators. This is important but the “advocate” mission is much more than just with our legislators. It includes state and local leaders and even the community at large. Our goal is to promotes 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 (Active, Guard, Reserve, and AF Civilians (current and former) and their families are (or have) made sacrifices, we owe it to them to provide what support we can. Recognition and award programs, Wounded Airman, and family support are just some examples of the types of activities that could be captured in this area.
      iv. Communication. Although not an AFA Mission Area, we must communicate with our members to ensure that we are meeting their needs. Newsletters, social media, and social events are ways to meet this area. In addition, we must continue to reach out to new/prospective and current members.
2) With this list of activities annotated by “mission areas,” you are now ready to log on and begin the work of inputting your report into the system. You must have access to the AFA Field Portal. You will need the chapter’s User ID and Password.

a) Go to AFA.Org on the web.
   i. Find the solid blue banner along the top of the page, and select the “MEMBERSHIP & CHAPTERS” pull-down menu, then “AFA CHAPTERS”.

ii. Along the right side of the page you will see four blue boxes. Click on the one titled “ACCESS FIELD LEADER PORTAL”.

   - ACCESS FIELD LEADERS TRAINING
   - ACCESS FIELD LEADERS RESOURCES
   - ACCESS FIELD LEADERS PORTAL
iii. This opens the page to log on. Here you will need to insert the Chapter's User Name and Password. Note that the password is case sensitive.

iv. This opens the Field Leaders Portal Home Page. Along the right side of the page, under the blue box labeled “Resources & Links” is a link labeled: “Activity Report July - December 2019”. Click on that link.
This opens the Activity Report Form, and you are now ready to complete the report. First step is to click on the drop down menu under the “Activity Plan Period” and select the appropriate date (e.g., “July-December 2019”).

Now you are prepared to capture the activities accomplished in the appropriate mission areas. In each area and sub area, you will see a drop down menu that will allow you to capture the number of activities you have accomplished in that area. The number goes from “None – 10”. Click on the number and then provide in the next block remarks that describes the activities that you have accomplished in that area.

Then you need to highlight the key points of those activities in the Remarks section. Key points include numbers, dates, and the impact. Also, don’t forget names and titles of important folks who were involved, or attended. Note, you can also provide remarks when you have annotated “None” (e.g. to explain how an event was perhaps planned but not accomplished.)
3) This is a listing of the various areas captured in the Activity Report.

   a) *Education* – The first mission area and in the area there are four sub-categories.
      i. AE1 – General Aerospace Education (AE) or STEM Programs, other than CyberPatriot, StellarXplorers, or Teacher of the Year. Select the number of activities accomplished in the education area using the drop down menu and then provide a basic description for each activity planned in the remarks section.
      ii. AE2 – National Youth Cyber Education Program (CyberPatriot and related programs)
      iii. AE3 – StellarXplorers
      iv. AE4 – Teacher of the Year

   b) *Advocate* – Similarly complete the sections under the Advocate area.
      i. AD1 – Working with National, State, and Local Leadership and Staff
      ii. AD2 – Efforts with Community Partners
      iii. AD3 – Outreach to non-AFA audiences
      iv. AD4 – Activities to advocate and educate AFA audiences

   c) *Support* – Similarly complete the sections under the Support area
      i. S1 – Support for Airmen (Active, Guard, and Reserve)
      ii. S2 – Support for families of deployed Airmen
      iii. S3 – Wounded Airman Program
      iv. S4 – Scholarships and Grants for Airmen and Families
      v. S5 – Programs for Vets/Retirees
      vi. S6 – Programs for Cadets (JROTC, CAP, ROTC)
d) Communication
i. C1 – Activities to facilitate communication with members and prospective members
ii. S2 – Membership Activities
iii. S3 – Completion of the IRS Form 990

e) Additional Remarks – As with any form, there are times when you want to add additional information / clarification. This section is where that can be accomplished.
   i. In addition, you should annotate who is completing the form (name or position).

4) Saving the plan. At any point you can go save a draft of this Plan by clicking on the “Save” button at the bottom of the screen.
a) To access a previously saved plan, you must go back to the AFA Portal Screen
b) On the Home Portal Page note the blue ribbon along the top. Find “Saved Activity Report” and select that link.

You will see an “Activity Report” and note that it will be annotated as “Draft”. Select the draft plan and it will open the report as it was when saved.
i. If you would like, you can print a hard copy of the draft plan by selecting the "Printable View" button along the top right side.

ii. To edit (expand or modify) the existing draft plan, select the "Edit" button, also along the top right side of the page. A pop-up window will open where you can make any changes desired.

iii. Once again you may select the "Save" button on the bottom of the screen to save and come back later the plan.

d) Once you are ready to submit the plan for approval. Open the "draft plan" and select the "Edit" button. At the top of the form just to the right of the "Activity Plan Period" there is a drop-down menu labeled "Submission Status". Change the status from "Draft" to "Submit for Approval".

i. Now when you save the document an email will be generated to the state president indicating that the chapter has submitted their Activity Plan for approval.

ii. If/when the State President approves the Plan it will be forwarded to the Region President for Approval. If the State President decides that the Plan requires additional information, it can be disapproved with comment and the chapter will receive an email indicating that additional information/clarification is required.

If at any time you have an issue getting on the Portal or the form appears not to be working as described above please send an email to the AFA IT Staff through Field@AFA.org.

If you have questions regarding these instructions or just need some additional help, you can contact Russ Lewey via email at FCTech2@AFA.org.
Survey

How was your experience?
Can we make it better?

Please tap or click here
to take the post-instruction survey