



AFA Chapter Activity Report

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) Do you have a copy of last year's or a previous year's plan? (No formal plan was required but many chapters would have accomplished one as they looked forward to the coming year.
 - b) In addition to looking at your plan, make a list of the activities the Chapter accomplished over the past reporting year (in this case from 1 July 2018 – 31 December 2018. 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 (CAP) and 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 “COMMUNITY, Chapters & Field”.

AIR FORCE ASSOCIATION

ABOUT AFA

Why Join?

ADVOCACY

Mitchell Institute &
Government Relations

AEROSPACE EDUCATION/STEM

CyberPatriot &
StellarXplorers

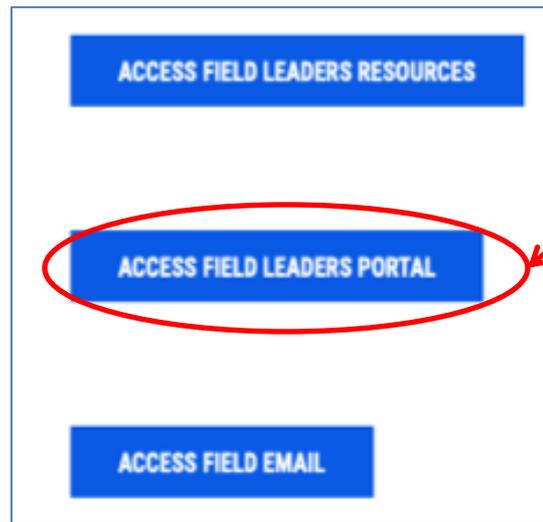
COMMUNITY Chapters & Field

CORPORATE MEMBERS

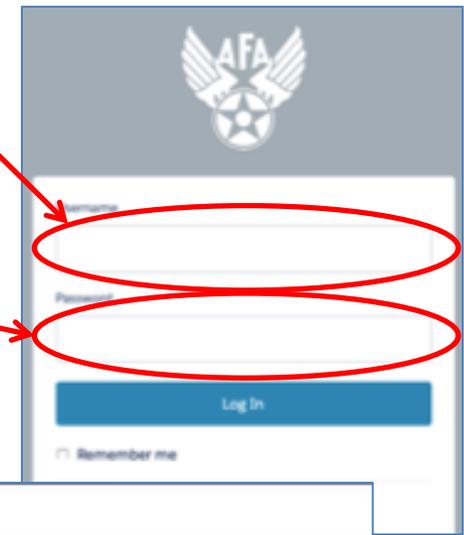
Sponsorship
Opportunities



ii. Along the right side of the page you will see three blue boxes. The middle one being “ACCESS FIELD LEADER PORTAL”. Click on that box.



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: **Submit Activity Report form (2018)**. Click on that link.

Air Force Association Field Leaders Portal

Home View of Members All Reports Chapter Field Leaders Saved Activity Report Saved Financial Report Community Partner Companies and Contacts

Welcome to Field Portal!
Please send feedback on AFA's Field Leader Portal to field@afa.org and report technical issues to fieldportal@afa.org. Field Portal does not support Microsoft Edge.
[Training Documents Link](#)
[How to Update Your Officer Roster Training Link](#)

Operations Dashboard Financial/Activity Dashboard More

DASHBOARD Chapter Dashboard
As of Dec 1, 2018 10:18 PM - Viewing as AF100 Birmingham Chapter

Days to Lapse ↑	Record Count
30	19
61	12
89	4
120	34
150	11
181	10
211	10
242	8
...	...

Item Name ↑	It
Civil Air Patrol 2 Year Comp. e-Membe...	
Individual 1 Year Auto Renewal	
Individual Lifetime e-Membership (e...	
Individual Lifetime Membership	1
Individual Lifetime Membership (Qua...	
Individual Membership (1 Year)	
Individual Membership (1 year e-Me...	
Individual Membership (3 year e-Me...	

View Report (Days to Lapse)

View Report (Memberships by Type)

Resources & Links

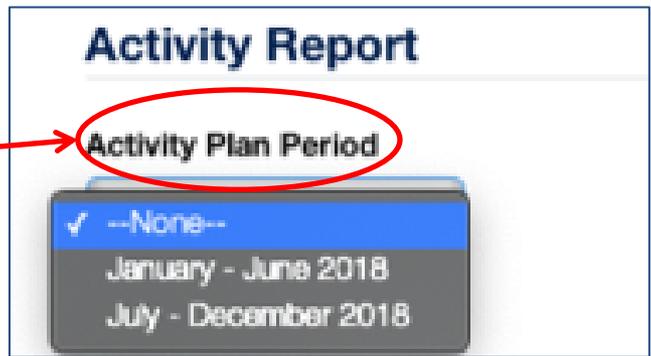
Reports - (Click Report Tab for all other reports)

- **AFA Reports Description Document**
(Describes all of the available reports below)
- **Membership Summary Counts**
- **Chapter Roster (Active and Expired for Selected Period)**
- **Community Partners Only**
- **Corporate Member Individuals (Beta)**
- **Chapter Recruited New Members**
- **All New Members Joins**
- **Expired Members (Use Filter for Specific Period)**
- **Recently Deceased Members**
- **Field Leader Roster**
- **Members by Membership Type**
- **Chapter Mailing Labels**
- **Report Archive**

Submit Activity Report Form(2018)

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 2018")

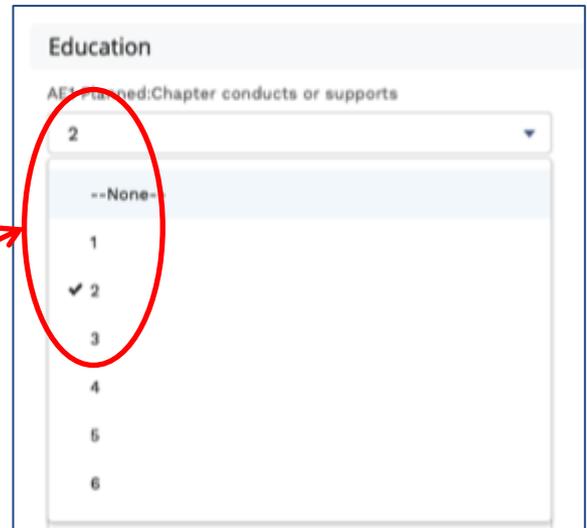


Activity Report

Activity Plan Period

- ✓ --None--
- January - June 2018
- July - December 2018

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.**



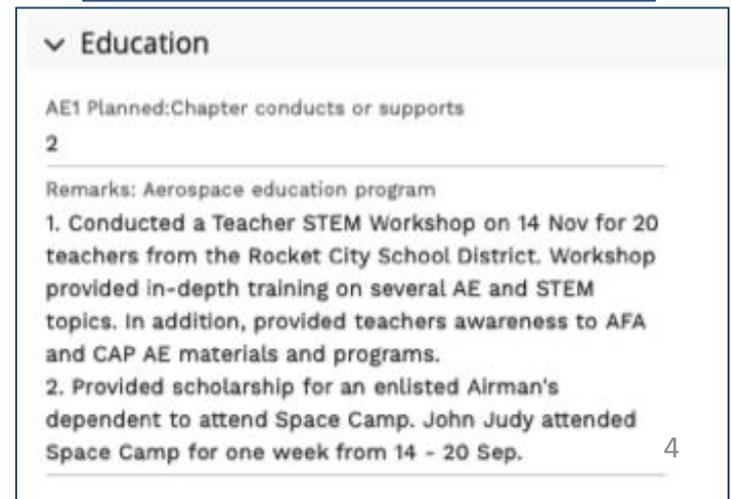
Education

AE1 Planned: Chapter conducts or supports

2

- None--
- 1
- ✓ 2
- 3
- 4
- 5
- 6

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).



Education

AE1 Planned: Chapter conducts or supports

2

Remarks: Aerospace education program

1. Conducted a Teacher STEM Workshop on 14 Nov for 20 teachers from the Rocket City School District. Workshop provided in-depth training on several AE and STEM topics. In addition, provided teachers awareness to AFA and CAP AE materials and programs.
2. Provided scholarship for an enlisted Airman's dependent to attend Space Camp. John Judy attended Space Camp for one week from 14 - 20 Sep.

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 – StellarXplorere
 - 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)

Education

Planned: Chapter conducts or supports aerospace education program(s)

1

Accomplished: Chapter conducts or supports aerospace education program(s)

1

Remarks: STEM

Aeroed

Advocate

Planned: Chapter works with their (National and State) legislators & staff

1

Accomplished: Chapter works with their (National and State) legislators & Staff

1

Remarks: Legislators

Support

Planned: Chapter conducts or supports program(s) for USAF/ANG/AFRES

--None--

Accomplished: Chapter conducts or supports program(s) for USAF/ANG/AFRES

--None--

Remarks: USAF/ANG/AFRES Personnel

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 positions).

Communications

Planned: Chapter actively & routinely communicates with members & prospects

i

--None--

Accomplished: Chapter actively & routinely communicates with members & prospects

i

--None--

Remarks: Communicates **i**

Additional Comments

Additional Remarks

Prepared by

4) Saving the plan. At any point you can go save this Plan by clicking on the “Safe as draft” button at the bottom of the screen.

REPORT WILL BE SAVED IN DRAFT FORMAT

Please see below steps to update

To update or To Submit for the Approval Process:

1. Go to Home screen of the Field Portal
2. Click "Save Activity Report" tab and locate your report that you just saved
3. Click the Activity Report that you want to open (will be blue hyperlink)
4. Click Edit button (will be on the right hand side)
5. A pop window will appear and make changes
6. Update the "Submission Status" field on the top from "Draft" to "Submit for Approval" to start the Approval Process.

Note: This will email State President to approve. State President has to login to the Field Portal and follow the steps to approve.

Save as draft

- 4) Saving the plan. At any point you can go save this Plan by clicking on the “Safe as draft” 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.



- c) 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 **“Printable View”** --- a 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 at FieldPortal@AFA.org.

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