AFA Chapter Semi-Annual Activity Report (SAAR)
(Updated: November, 2020)

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 an Annual Activity, and Financial Plan, and update their Officer Rosters each year to remain in good standing, and be eligible for any available support funding. Your SAAR (approved by State, and Region President) is due to Field Services by 31 January, so let's get started.

Preparation:

1) Before you even find and open a current Chapter SAAR document, you should look to pull in some information.

   a) Pull up, or print a copy of your <u>2020</u> Annual Plan. You can access last year's from your Field Leader's Portal, or have the good folks at field@afa.org dig one up for you.

   b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 Jun - 31 Dec 2020). 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 areas:

    (**NOTE:** These examples are illustrative. You are not limited to them)

    i.   **Education:** This is envisioned to be more about the education of our youth; inspiring them to pursue STEM studies, and aiding 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 associated with working with your legislators. This is important but the "advocacy" 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 & Space Professionals (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, Wounded Airman, 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 find your <u>current</u> copy of the Chapter Jul-Dec Semi-Annual Activity Report form. If your Region or State President hasn't sent it directly to you yet, click this **LINK**, and follow the directions. If the link isn't working, here are three ways to get to the Chapter SAAR form manually:

a) On your Field Leader's Portal you can dig into the Reports Folder hotlinked here.

b) Towards the bottom of the Resources for Chapter Field Leaders Page (best bet)

c) Or, in the Reports Folder via the Field Resources hotlink.

d) What ever way you download the document, use the "Save" of "Save As" function to put the document where you want it and give it a specifically formatted file name (see below).

e) National AFA would like all Chapter SAAR documents to have the following file name format: 2-Letter State & Chapter # <period> YYYY <period> Semester & 4-letter report name:

ME444.2020.2SAAR

3) The Chapter SAAR comes in **three different formats** for your convenience.

   a) <u>Microsoft Word</u>: Probably the best bet for folks who are comfortable with the format, have lots of programs, like lengthy descriptions, and plan to print hard copies.

   b) <u>PDF (scrolling text)</u>: Easy to fill in. Easy to read. If you enter more information than will fit in the visible spaces of the "Details" and "Comments" you can use the box's scroll bar to read it, but any text that is not visible will not appear when the document is printed (on paper, or electronically). Best for chapters who have either gone paperless, or can keep their details and comments within the confines of the space provided.

   c) <u>PDF (shrinking text)</u>: Easy to fill in. If you need more space than allowed by the "Details" and "Comments" boxes, the font will automatically shrink to fit the space, so that all the information will display when printed. There is a minimum print size, and if you reach it, the form will not let you add any more information in that box. Perfect for folks who print up copies from time to time, but need just a bit more space than provided for details and comments.

4) Now you are ready to complete the Semi-Annual Activity Report.

   a) Once you get it open, the first step is to fill in your chapter name and number, along with your state, region and reporting period.

AFA CHAPTER SEMIANNUAL ACTIVITY REPORT

Chapter Name: Limestone   Chapter #: 444

State: Maine   Region: Northeast

Activity Report Period: 1 Jul - 31 Dec, 2020

b) Now it's time to lay in the information for each Category and Event. Here are some ground rules:

- Put some information in each space provided. Entering "None" if your chapter did not do anything in a particular area, and "N/A" in the remarks are preferable to leaving the item blank. That way the reviewer knows that you didn't accidently skip or delete 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***, ***numbers attending*** and ***impact.*** Also, don't forget ***names and titles*** of important folks who were involved, or attended.

- You can also provide remarks when you have annotated "None." (e.g. to explain how an event was perhaps planned but not accomplished).

AE3: StellarXplorers

Accomplished (# of Activities/Events): 0
Details (what, where, when, who, impact) for each event:

None.

AE4: Chapter Teacher of the Year Program

Accomplished (# of Activities/Events): 2
Details (what, where, when, who, impact) for each event:

Sep 23: Chapter President delivered ToY accouterments and check to the Chapter (9-12) ToY (Ms. Ann Hathaway). Presented at SW Technology Center, Altus OK. School's President, public affairs liaison, and 24 of Ms. Hathaway's peers were in attendance.

Sep 24: Chapter President delivered ToY accouterments and check to the Chapter (K-8) ToY (Ms. Julie Harper). Took place at Blair Elementary School, Blair OK. The Principal, Superintendent, Public Affairs Officer, and 33 of Ms. Harper's students were in attendance.

c) Your report should include all the areas indicated on the next two pages. In other words, If you're using the MSWord document, make sure none of the areas are missing, and don't delete any of them.

EDUCATION:

AE1: General Aerospace Education (AE) or STEM (Science, Technology, Engineering, and Math) Programs, other than CyberPatriot, StellarXplorers, or Teacher of the Year

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AE2: National Youth Cyber Education Program (NYCEP)/CyberPatriot

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AE3: StellarXplorers

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AE4: Chapter Teacher of the Year Program

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

ADVOCACY:

AD1: Working with National, State, and Local Legislative and Community Leadership and Staff

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AD2: Plan and Recruit Local Businesses (Community Partners)

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AD3: Outreach Programs to the Community

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

AD4: Activities on National Defense and Aerospace Issues

Accomplished (# of Activities/Events):

Details (what, where, when, who, impact) for each event:

SUPPORT:

S1: Support for Airmen (Active, Guard, and Reserve)

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

S2: Support for the Families of Deployed Airmen

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

S3: Wounded Airmen Program

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

S4: Builds Awareness of AFA Scholarships and Grant Opportunities

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

S5: Programs for Veterans and Retirees

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

S6: Programs for Cadets (JROTC, CAP, and ROTC)

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

COMMUNICATION:

C1: Actively and routinely communicate with members and prospects (newsletters, websites, Facebook, other means)

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

C2: Conducts Activity to Support Membership

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

C3: Submit IRS Form 990 (not applicable to 2d half of calendar year reports)

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

C4: Conduct Chapter Executive Committee/Leadership meetings (face-to-face or virtual)

Accomplished (# of Activities/Events):
Details (what, where, when, who, impact) for each event:

C5: Chapter sends delegates to National Convention (not applicable to 1st half of calendar year reports)

Accomplished (# of delegates sent):
Details (what, where, when, who, impact) for each event:

d) <u>Additional Comments</u>: There are times when you may want to add additional information or clarification. This section is where that can be accomplished.

CHAPTER ADDITIONAL COMMENTS:
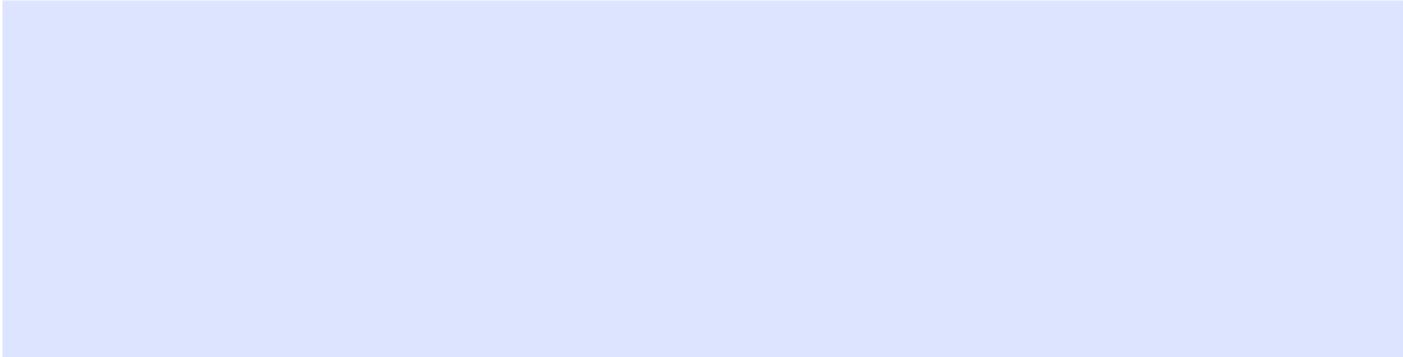
e) Typing in the Chapter President's name acts as the "signature."   Don't forget the date as well. You'll find the date block has a handy pull-down calendar to assist.

Chapter President Name/Signature: John Doe

Date:

		January 2021				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 11/29/2020

f) The Approval Section at the end of the form is reserved for the State, and Region President signatures and approval dates.

APPROVAL SECTION

STATE ADDITIONAL COMMENTS:

State President Approval Date:

REGION ADDITIONAL COMMENTS:

Region President Approval Date:

> **Note:**
> If at any time you have an issue obtaining a Chapter SAAR MSWord or PDF form, or have any questions regarding these instructions, contact AFA Field Services at field@afa.org.

5) Once you have your SAAR completed, signed and dated by the Chapter President, email it to your State President (Region President if you are the only chapter in your state).

6) The State/Region Presidents will review the SAAR, in turn, and either approve it (w/ their typed names and date on the form), or send it back down for corrections/clarifications as required. (The request for clarifications or corrections should be clearly stated in the appropriate Comments block.)

7) Once approved, the Region President will email the Chapter SAAR to field@afa.org.

Survey

How was your experience?
Can we make it better?

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