



AFA State Semi-Annual Activity Report

(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. State Organizations 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 the 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 State SAAR document, you should look to pull in some information.
 - a) Pull up, or print a copy of your 2020 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 State 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 mission areas (Note: these are illustrative and not limiting):
- i) Education:** This is envisioned to be more about the education of our youth; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP), AFJROTC, AFROTC units (to include Arnold Air Society and Silver Wings).
 - ii) Advocacy:** Obviously the first thing that comes to mind is associated with working with your legislators. This is important but the “advocate” mission is also 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 state organization activities, to invite or encourage them to participate, and pass on other important AFA information. Newsletters, social media, and social events are activities that fit in this area. We must reach out to prospective members.

2) With an idea of what you've accomplished the last 6 months, you are now ready to find your copy of the State Jul-Dec Semi-Annual Activity Report form. If your Region 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 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.

Resources & Links

IMPORTANT DEADLINES PLAN AND REPORT FORMS

Field Resources

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)
- **Printable Chapter Roster (Select Fields)**
- **Community Partners**
- **Corporate Member Individuals (Beta)**

Access Valuable AFA Field Leader Resources

As an AFA Chapter Leader, you have a library of tools and resources at your fingertips to be an effective AFA volunteer for your Chapter, State or Region.

Find valuable information on:

- Aerospace Education Resources
- Awards
- Committees and Contact List
- Field Operations Guidebook
- Resources for New Chapters...

And so much more!

ACCESS FIELD RESOURCES

Our dedicated AFA volunteers have been hard at work to develop comprehensive training documents for our AFA Field Leaders.

Whether your new to AFA or are a seasoned member, our training documents are available to help you get the most out of your leadership roles with AFA.

ACCESS FIELD LEADER TRAINING MODULES

Chapter and State Field Reporting

Deadlines are approaching for your 2021 Annual Activity and Financial Plans and July-December 2020 Activity and Financial Reports. You can find upcoming deadlines and necessary forms here.

REPORTING DEADLINES AND FORMS

Office 365

SharedData AFA-Wide

Search + New Upload Download Power Apps

Documents > AFA Field Resources

Name	Modified	Modified By
Membership Applications		
Newsletters and Newline	July 2, 2018	Virgie Garzon
Nominating Committee and Candidate For...	June 21, 2018	Kari Voliva
Pitsenbarger Movie Toolkit	January 13	Kris Phillips
Reports	July 16, 2018	David Huynh
Resources for Closing Chapters	March 22, 2019	Kari Voliva
Resources for New Chapters	June 21, 2018	Kari Voliva
Revenue Generation Ideas	August 8, 2018	Sharon Kayira
Taxes and Insurance	June 21, 2018	Kari Voliva

d) What ever way you download the document, use the "Save" or "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 State SAAR documents to have the following file name format: 2-Letter State <period> YYYY <period> Semester & 4-letter report name:

ME.2020.2SAAR

- 3) The State SAAR comes in **three different formats** for your convenience.
- a) **Microsoft Word**: 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) **PDF (scrolling text)**: 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 state organizations who have either gone paperless, or can keep their details/comments within the confines of the space provided.
 - c) **PDF (shrinking text)**: 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 the reporting period, State and Region.



AFA State Activity Report

Activity Report Period:

State: Region:

NOTE: Report only on activities conducted by the State in support of the AFA objectives shown below. Do not report activities conducted or supported by subordinate chapters; those activities will be on the appropriate chapter’s activity report.

- 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 state organization 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 accidentally 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, when, where, who, impact) for each event:

None.

AE4: State Teacher of the Year

Accomplished (# of Activities/Events): 1

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

Jul 23: Maine State ToY (Mr. Jack LeRoe) was recognized during the State 2020 Virtual Convention. 22 were in attendance including Mr. LeRoe's Superintendent, and the Maine Secretary for Education (Secretary Jane Wilder). State ToY accouterments and check were mailed on Jul 22.

- 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): [REDACTED]

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

[REDACTED]

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

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

AE3: StellarXplorers

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

AE4: Chapter Teacher of the Year Program

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

ADVOCACY:

AD1: Working with National, State, and Local legislative/government Leadership and Staff

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

AD2: Other Advocacy and Outreach Activities

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

SUPPORT:

S1: Support for Active Duty, National Guard and Reserve Airmen

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

S2: Wounded Airmen Program

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

S3: Programs for Veterans and Retirees

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

S4: Programs for Cadets (JROTC, CAP, and ROTC)

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

COMMUNICATION:

C1: Regular and Informative Communications with subordinate chapters

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

C2: Submit IRS Form 990 (only for State organizations with IRS 501c(3) certification)

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

C3: Conduct Annual State Convention

Accomplished (# of Activities/Events): [REDACTED]

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

[REDACTED]

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

STATE ADDITIONAL COMMENTS:

State President Signature: **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

- d) Typing in the State 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.

- f) The Approval Section at the end of the form is reserved for the Region President signature and approval date.

REGION ADDITIONAL COMMENTS:

APPROVAL SECTION

Region President Approval: **Date:**

Note:

If at any time you have an issue obtaining a State 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 State President, email it to your Region President.
- 6) The Region President will review the SAAR, and either approve it (w/ a signature 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 State 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