



# AFA Chapter Semi-Annual Activity Report (SAAR)

(Updated: December, 2021)

## 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 Presidents) 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 2021 Annual Plan. It should be a pdf document on your system. If you can't find it, your state or region president should have a copy. As a last resort, the good folks at [field@afa.org](mailto:field@afa.org) can dig it up for you
  - b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 Jul - 31 Dec 2021). 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 examples are illustrative. You are not limited to them)

- i. **Education:** This is envisioned to be more about the education of our youth; encouraging 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 “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, 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.

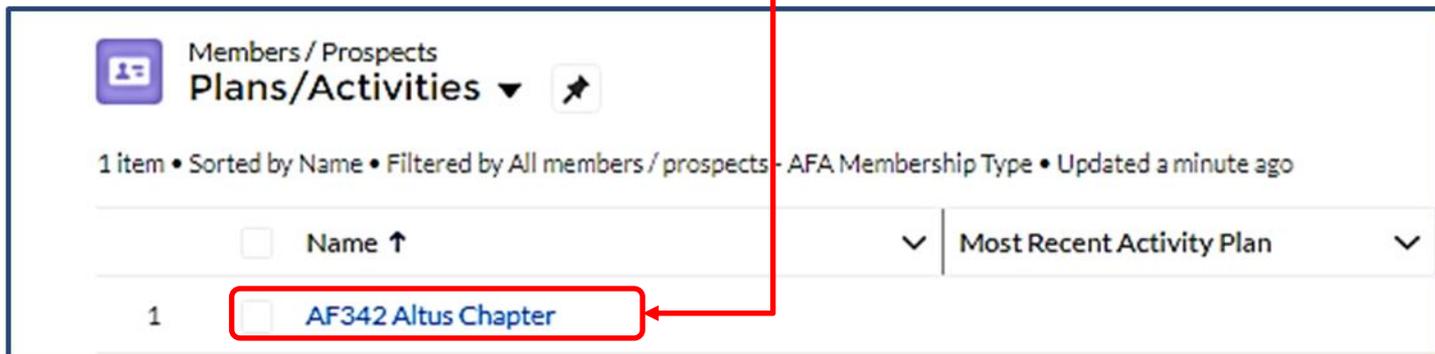
2) With an idea of what you've accomplished over the past semester, you are now ready to head to your Field Leaders Portal and start your new Chapter Jul - Dec Semi-Annual Activity Report.

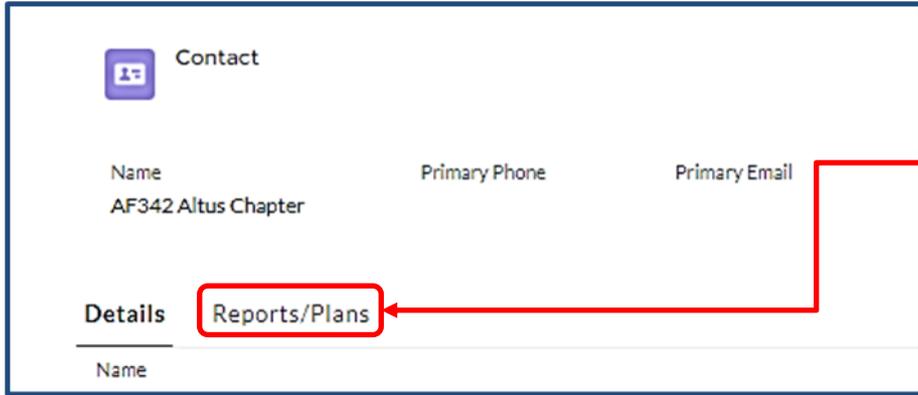
a) At the top of your Field Leaders Portal, select **Reports/Plans**



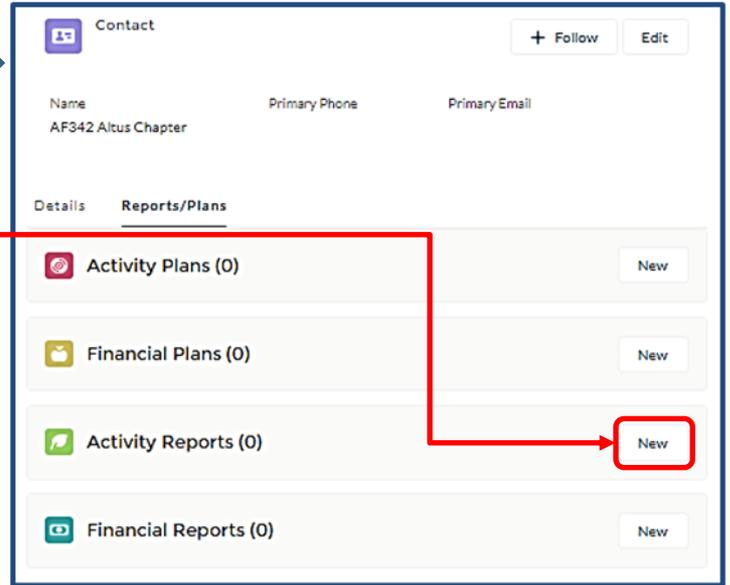
b) Then select, or tap on **All Plans/Reports.**

c) On the resultant page, select **your chapter.**





d) Now you need to select or tap on **Reports/Plans**. Yes...it's not readily apparent!



e) On this page, since you are starting a new Activity Report, select the associated **New button**.

**New Activity Report**

**Information**

Activity Plan Period: --None--

\* Chapter: AF342 Altus Chapter

Chapter Email: [Empty]

Submitted by?: [Empty]

**Education**

AE1: Accomplished: General AE and STEM: --None--

AE1: Remarks for General AE and STEM: [Empty]

AE3 Accomplished: STLX: --None--

AE3 Remarks StellarXplorers: [Empty]

**Submission Status**

**Draft**

--None--

✓ Draft

Submit For Approval

Re-Submit for Approval

f) **IMPORTANT:** Once you have the blank report open, take notice that it is in **Draft status**. Don't change this until you are ready to submit your report for approval...we'll cover that later.

3) Before we start 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** (Jul 2021 - Dec 2021 in this case).

The screenshot shows a web form titled "New Activity Report". The form is divided into sections. The "Information" section contains several fields: "Activity Plan Period" (a pull-down menu showing "July 2021 - December 2021"), "Submission Status" (a pull-down menu showing "Draft"), "Chapter" (a pull-down menu showing "AF342 Altus Chapter"), "Chapter Email" (a text input field), and "Submitted by?" (a text input field). At the bottom right of the form are three buttons: "Cancel", "Save & New", and "Save". Red boxes and arrows highlight the "SAVE" button, the "DRAFT" status, the "Activity Plan Period" dropdown, and the "Submitted by?" field.

c) Let's get started...go ahead and **load up the name of who is submitting the report** to the state president. Your chapter'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:
- EDUCATION is up first. Put some information in each space provided. Entering “None” or “N/A” if your chapter did not 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.
  - 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 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.)

### Edit Activity Report

**Education**

<p>AE1: Accomplished: General AE and STEM ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>--None--</span> <span>▼</span> </div>	<p>AE3 Accomplished: STLX ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>--None--</span> <span>▼</span> </div>
<p>AE1: Remarks for General AE and STEM ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>N/A</p> </div>	<p>AE3 Remarks StellarXplorers ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>N/A</p> </div>
<p>AE2 Accomplished: NYCEP ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>--None--</span> <span>▼</span> </div>	<p>AE4 Accomplished: TOY ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>3</span> <span>▼</span> </div>
<p>AE2: NYCEP Remarks ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>N/A</p> </div>	<p>AE4 Remarks TOY ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <p>22 May: chapter boarded and selected two Teachers of the Year. Mrs Angie Dickenson (K-8) of Lawton Elementary, and Mr. Herman Detweiler (9-12) of Altus High School. Mrs. Dickenson was forwarded to OK.AFA for state-level ToY competition.</p> <p>15 Jun: The Chapter President delivered ToY accouterments and check to the Chapter (9-12) ToY (Herman Detweiler). Presented at Altus High School, Altus OK. School's Principal, Public Affairs liaison, and 24 of Mr Detweiler's peers were in attendance.</p> <p>16 Jun: Chapter President delivered TopY accouterments and check to the Chapter (K-8) ToY (Angie Dickenson). Event took place at Lawton Elementary School, Lawton OK. The Principal, Superintendent, Public Affairs Officer and 33 of</p> </div>

- e) Now do the same thing for the ADVOCACY, SUPPORT and COMMUNICATION sections.
- f) If you need to take a break, go collect some more information, or if you want to come back to it another day...
  - i. Save the report as a DRAFT one more time before you close it.

New Activity Report

Information

Activity Plan Period: --None--

Submission Status: Draft

\* Chapter: AF342 Altus Chapter

Chapter Email: [Empty]

Submitted by?: [Empty]

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	<a href="#">Activity Report # 684</a>	January - June 2021	AF342 Altus Chapter	Draft	Oklahoma		Texoma			6/16/2021 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 2021	Submission Status Draft
Activity Activity Report # 684 June 2021	
Chapter <a href="#">AF342 Altus Chapter</a>	
Chapter Email <a href="mailto:ok342.altus@afa.org">ok342.altus@afa.org</a>	
Submitted by?	

[Edit](#) [Printable View](#)

**NOTE: Want a hard copy? Select **Printable View**, and then print it.**

- g) 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.

The screenshot shows the 'Edit Activity Report' form. The 'Additional Comments' section is highlighted with a red rounded rectangle. It contains three text input fields: 'Additional Remarks', 'State Comments', and 'Region Comments'. Each field has a double-slash icon at the bottom right corner, indicating it is a required field.

- h) The Approval Section at the end of the form is reserved for the State, Region, and National-level approval process.

The screenshot shows the 'Edit Activity Report' form. The 'Approval Section' is highlighted with a red rounded rectangle. It contains four rows of approval options, each with a help icon (i):

State Approved ⓘ	National Approved
State Non-Approval/Need More Info ⓘ	National Non-Approval/Need More Info ⓘ
Region Approved ⓘ	
Region Non-Approval/Need More Info ⓘ	

Below the approval section, there are two columns of text: 'Created By' (AF342 Altus Chapter, 6/16/2021 11:39 AM) and 'Last Modified By' (AF342 Altus Chapter, 6/16/2021 12:24 PM). A 'Hidden Plan Field' is also visible. At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

### Edit Activity Report

Activity Plan Period:

Submission Status:

Activity:

Chapter:

Chapter Email:

Submitted by?:

Education:

AE1: Accomplished: General AE and STEM:

AE3 Accomplished: STLX:

AE1: Remarks for General AE and STEM:

AE3 Remarks StellarXplorers:

### State Approved

State Non-Approval/Need More Info

i) When your team thinks the report is finished, select **Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE.**

5) Once you have your SAAR submitted, your State President will give it a review (Region President if you are the only chapter in your state).

a) The State/Region President will either approve it with a “Yes” (sending it to the next level), or send it back for corrections/clarifications as required. (Request for clarifications/additions should be clearly stated in the State **“Non-Approval/Need More Info”** block.)

b) When the report receives a “Yes” from the Region President, the process is complete.

### Edit Activity Report

Activity Plan Period

Activity  
 Activity Report # 684 June 2021

Chapter  
 AF342 Altus Chapter

Chapter Email  ⓘ

Submitted by?

Submission Status  ⓘ

--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 **Re-Submit for Approval** 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 State and Region presidents in some cases have a large number of plans to review. As the 31 January SAAR submission deadline approaches, a friendly phone call, text or email to your State President may be helpful if the **State and Region approved blocks** don't say "Yes".

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 ...	AF342 Altus ...	Submit For Approval	Oklahoma	Yes	Texoma	No / Need more info	7/14/2021 8:55 PM

**NOTE:**

If at any time you have trouble regarding the new SAAR process, or have any questions regarding this instruction, contact AFA Field Services at [field@afa.org](mailto:field@afa.org).



# Survey

How was your experience?  
Can we make it better?

[Please tap or click here](#)  
[to take the post-instruction survey](#)