

## REPORTING TIPS

- Want to report each project right after? Then use our new feature **Report As You Go** which makes it easy to capture one individual project.
  - It simply asks you questions, you respond, and at the end submit.
  - Once submitted, we will be able to see your report.
  - You will receive an email that summarizes what you entered and has a clickable link allowing you to go back and edit that project if you find any mistakes.
- If you need to capture several projects, you may like to use the **Reporting Template**.
  - Choose between Word (.docx) or Google docs formats depending on the editor you have.
  - Just download the template and follow the instructions. It's mostly copy and paste.
  - Attach to an email and send.
- Always include your Club Name, Contact Person, Email and Phone Number. These are important in case any information is missing from your form that needs clarification before submitting further up the chain.
- Please elaborate and brag about your club's project.
- To ensure we understand what category your project(s) supports, select your Community Service Program (CSP)
- Fill in the financial details such as money spent, in-kind donations.
- Don't rely on your memory. Take lots of notes and pictures at the time of project.
- Review your report and submit/email.
- We are here for you. If you have issues, ask for help.

