

Heart of the Community Quarterly Reporting Tips

1. Be sure to **SAVE** about every 10-15 minutes to ensure it does not time out. Make sure '**Save and Submit**' after you have finished. If your entries were not saved, you do **not** receive credit.
2. To receive credit you must answer ALL of these simple questions.
 - a. **WHO** benefitted? Full name of organization. No abbreviations.
 - b. **WHAT** was done? List some of the tasks performed.
 - c. **WHEN**? (List date of effort. Must be in the **quarter** you are reporting)
 - d. **HOW** did they benefit? (Monetary donation, must give totals. Describe the action.
3. **Proper categorization is key!** Moose International will not correct entries that are entered in the wrong category. YOU WILL NOT GET CREDIT.
 - a. **Youth Awareness** is **ONLY** the Moose International sponsored program.
 - b. **Emergency Services** should only be efforts that support first responders. Red Cross/ blood drives are "local" and **all** efforts with Tommy Moose goes under the Tommy Moose section.
4. Credit is only given for projects that are done on the Moose's behalf. Credit will NOT be given for individual volunteer hours. ****NOTE: Volunteer Firefighters, coaches, and scout troop leaders are considered individual, not done on behalf of the Moose.****
5. Yearly projects are only counted in the quarter performed. Credit will **ONLY** be given when the activity takes place. Avoid using these terms: Supporting, Continuing to, Working on, Ongoing, Planning to, As needed.
6. Credit is given for hosting community events. **NOT** events for your members.
7. Credit is **NOT** given for efforts made by the **Moose Legion** or the **WOTM**.
8. Endowment counts as **ONE** entry per quarter. Make sure to include amounts.

Thank you for all you do making a difference and being the Heart of the Community!