



THE LINKS, INCORPORATED

Member Management System

Online Program Report
User Guide



MEMBERSHIP MANAGEMENT SYSTEM

ONLINE PROGRAM REPORTING USER GUIDE

The Links, Incorporated
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Online Program Reporting

All Chapters of The Links, Incorporated are required to complete an annual program report. In even-numbered years, the report is submitted to the National Office for review and evaluation. In odd-numbered years, the report is submitted to the Areas for review and evaluation. Each report covers a period of two fiscal years, May 1—April 30. The purpose of the report is threefold: to document that The Links, Incorporated and The Links Foundation, Incorporated are fulfilling their constitutional and legal responsibilities as 501(c)(4) and 501(c)(3) organizations respectively; to demonstrate that the organizations are valuable partners in serving communities throughout the global community; and to assess our effectiveness in programming.

PROGRAM REPORTING PERIOD:

National: May 1, 2010 – April 30, 2012

Area: May 1, 2011 – April 30, 2013

DEADLINE AND REQUIREMENTS:

Applications must be submitted online no later than 11:59 PM EST, on February 1.

Reports received after February 1 will not be considered for awards.

FORMAT REQUIREMENTS:

A maximum of three (3) reports may be submitted per Chapter. If a Chapter chooses to submit three (3) reports, at least one (1) of these reports should be a Signature Program Report.

Faxed or mailed copies of the report will NOT be accepted.

Graphic materials, such as brochures, videos, and photos should NOT be submitted.

CONTACT INFORMATION:

If you have questions regarding the online process, please contact Jennifer Hudnell Programs and External Affairs Manager by email at programs@linksinc.org or (202) 842-8686 x204. You may also contact:

Director, National Programs
Barbra Ruffin-Boston
brb1498@yahoo.com

Central Area Program Chair
CAPrograms@linksinc.org

Eastern Area Program Chair
EAPPrograms@linksinc.org

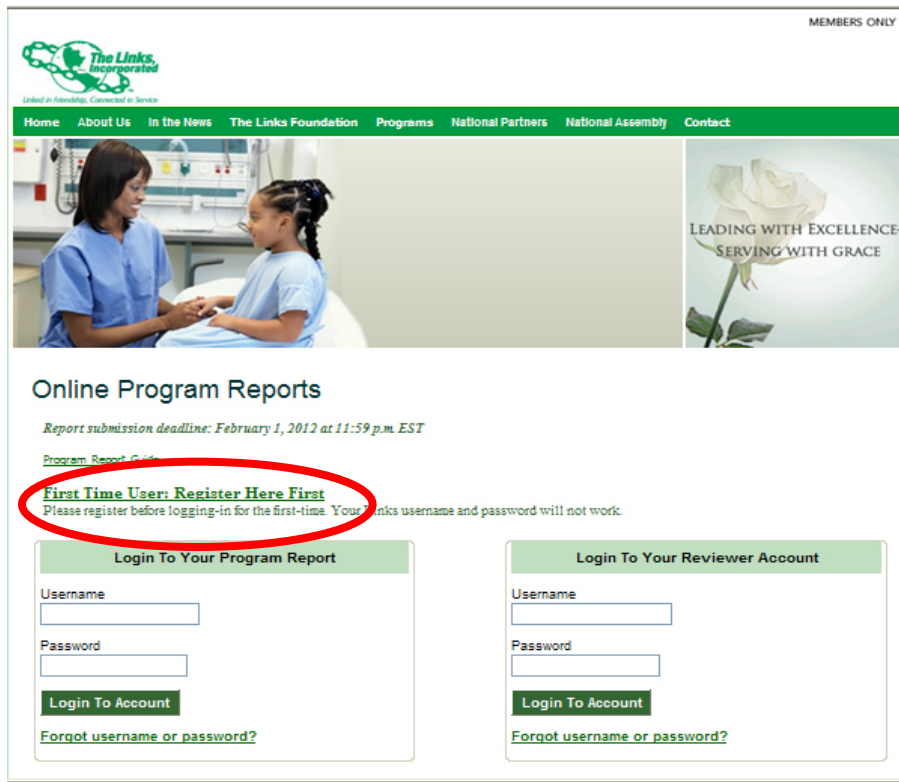
Southern Area Program Chair
SAPPrograms@linksinc.org

Western Area Program Chair
WAPPrograms@linksinc.org

LOGIN TO ACCOUNT

1. Access the Program Report. Type www.linksinc.org/programreport to access The Links, Incorporated Program Report. Or, access The Links, Incorporated's national website, at www.linksinc.org. Click 'Program Report' in the Information and Resources section.

2. First-time using the online program report system? Click 'First-time user? Register Here First. A Username and password will need to be established. Your Links username and password for the *Members Only* section of the website will not work.



MEMBERS ONLY

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LEADING WITH EXCELLENCE
SERVING WITH GRACE

Online Program Reports

Report submission deadline: February 1, 2012 at 11:59 p.m. EST

[Program Report Guide](#)

First Time User: Register Here First
Please register before logging-in for the first-time. Your Links username and password will not work.

Login To Your Program Report

Username

Password

[Login To Account](#)

[Forgot username or password?](#)

Login To Your Reviewer Account

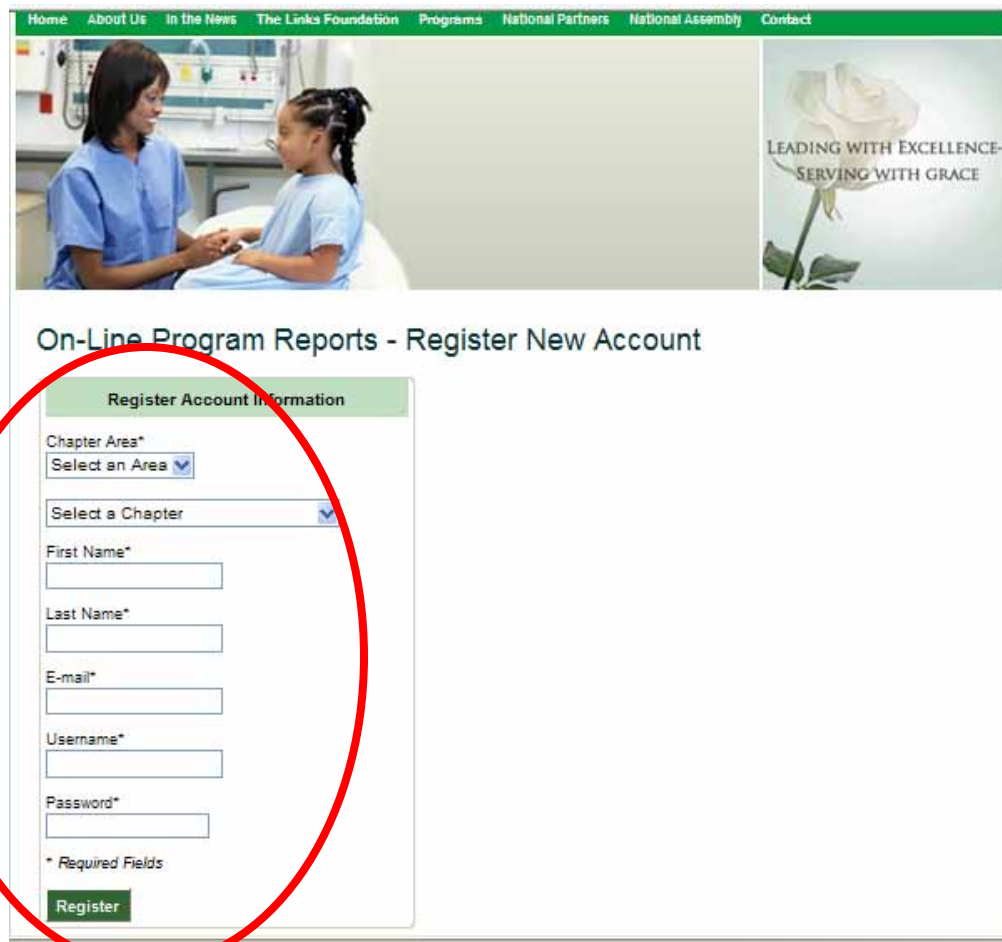
Username

Password

[Login To Account](#)

[Forgot username or password?](#)

3. Enter all information requested. Fields with an asterisk (*) are required.



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LEADING WITH EXCELLENCE-
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On-Line Program Reports - Register New Account

Register Account Information

Chapter Area*

Select a Chapter

First Name*

Last Name*

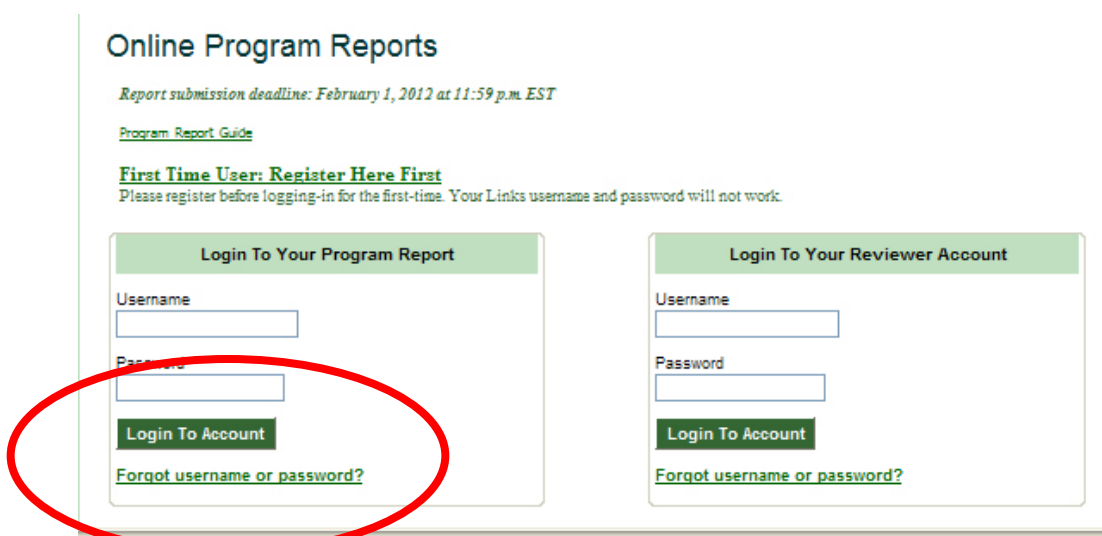
E-mail*

Username*

Password*

* Required Fields

4. Returning User? Enter previously established username and password. Click the LOGIN TO ACCOUNT button.



Online Program Reports

Report submission deadline: February 1, 2012 at 11:59 p.m. EST

[Program Report Guide](#)

First Time User: Register Here First
Please register before logging-in for the first-time. Your Links username and password will not work.

Login To Your Program Report

Username

Password

[Forgot username or password?](#)

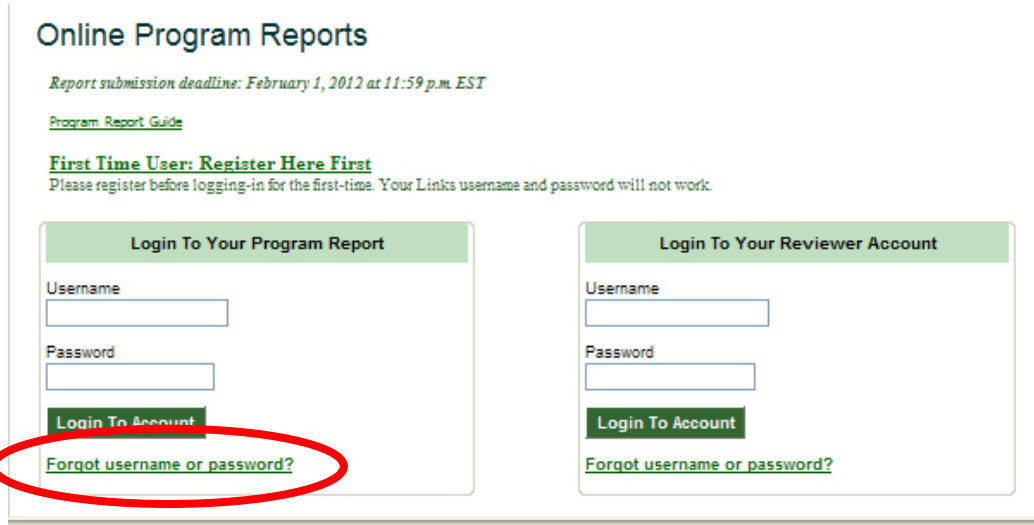
Login To Your Reviewer Account

Username

Password

[Forgot username or password?](#)

5. Forgot Your Username and Password? Click 'Forgot Username and Password' button.



Online Program Reports

Report submission deadline: February 1, 2012 at 11:59 p.m. EST

[Program Report Guide](#)

First Time User: Register Here First
Please register before logging-in for the first-time. Your Links username and password will not work.

Login To Your Program Report

Username

Password

[Login To Account](#)

[Forgot username or password?](#)

Login To Your Reviewer Account

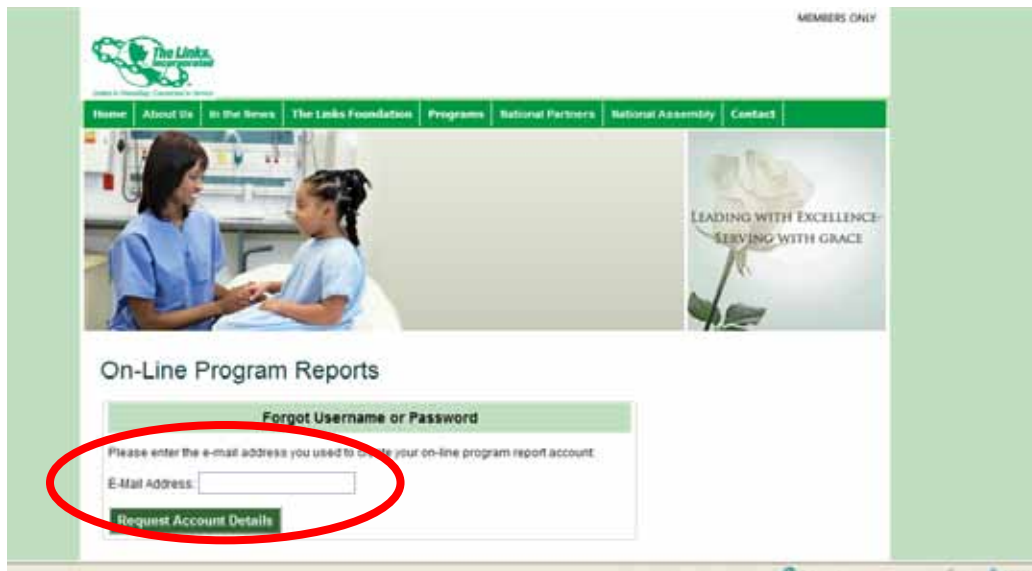
Username

Password

[Login To Account](#)

[Forgot username or password?](#)

6. Enter EMAIL ADDRESS used to register account. Click REQUEST ACCOUNT DETAILS button. An email containing your login information will be sent to the email address provided. Click the RETURN TO THE LOGIN PAGE button.



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On-Line Program Reports

Forgot Username or Password

Please enter the e-mail address you used to create your on-line program report account.

E-Mail Address:

[Request Account Details](#)

Complete Program Report

7. PROGRAM INFORMATION

Program Report | Chapter Data Sheet | Program Report User Guide | Logout | Chapter Data Sheet: Incomplete | Reports Submitted: 0

Eastern Area Program Report

Program Information

Title

Date November 10, 2011

We would like this program to be considered for an award: Yes No
*Chapter may submit a total of three (3) reports.
 If chapter chooses to submit three (3) reports, at least one (1) of these must be a Signature Program report.*

Is the program reported as a single facet or an umbrella program?
 (Note: To be considered an umbrella program, all five facets must be included.)

If applicable please select a sub-facet

If "Other" please specify:

8. PROBLEM/SITUATION ADDRESSED & GOAL(S)/OBJECTIVE(S) OF PROGRAM

Problem/Situation Addressed

Goal(s)/Objective(s) of Program

Indicate no more than five.

9. DESCRIPTION OF PROGRAM/PROJECT AND LIST ACTIVITIES (OUTPUTS) IMPLEMENTED

Description of Program/Project
<p>If an umbrella program, state how each of the four facets was involved.</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
List Activities (Outputs) Implemented
<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

10. TARGETED GROUPS AND METHODS USED TO DETERMINE THE GROUP(S).

Targeted Groups
<p>Please check all that apply.</p> <p><input type="checkbox"/> Women</p> <p><input type="checkbox"/> Children</p> <p><input type="checkbox"/> Senior Citizens</p> <p><input type="checkbox"/> Family</p> <p><input type="checkbox"/> Others <input style="width: 80px;" type="text"/> (please list)</p>
Methods Used to Determine the Group(s) (e.g. Needs Assessment)
<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Number of members in chapter <input style="width: 50px;" type="text"/></p> <p>Number of members who participated in this program <input style="width: 50px;" type="text"/></p> <p>Number of people served <input style="width: 50px;" type="text"/></p> <p>Did you collaborate with other community groups to plan and/or implement this program? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, give names of groups and describe their involvement</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

11. COST OF THE PROGRAM/PROJECT

Cost of the Program/Project

Projected Cost: \$ Actual Cost: \$

Was a grant or underwriting obtained? Yes No

If yes, give funding source(s) name(s) and address(es).

\$ Total Amount Underwritten or Grant Amount Received

Were any in-kind donations/services provided? Yes No

If yes, give funding source(s) name(s) and address(es).

\$ Total Amount of In-Kind Donations

12. OPERATION AND SUSTAINABILITY

Operation and Sustainability

Length of time that the program was in operation (including dates)
If the program has been in operation five (5) years or more,
please include specific modifications that you have implemented this program year.

Most outstanding qualities of this program (up to three)

How will this program be sustained and/or institutionalized?

13. MARKETING AND EVALUATION AND PROGRAM SUMMARY/ IMPACT STATEMENT

Marketing and Evaluation

Method of communicating and publicizing the program/project

Methods and results of the program evaluation
(Briefly describe how each goal/objective was met and list the outcomes.)

Program Summary / Impact Statement

Provide a summary of the chapter program that can be used for publication.
Include information on how the program made an impact on your community.

13. REPORT COMPLETE? Check the box to indicate report is ready for submission. Click the SUBMIT button to submit the completed report. NOTE: Once the report is submitted it will not be editable. You will be able to view and/or print the report. When returning to the Online Program Report, the completed report will appear in the SAVED PROGRAM REPORT box.

Program Summary / Impact Statement

Provide a summary of the chapter program that can be used for publication.
Include information on how the program made an impact on your community.

You have 4500 characters remaining

By checking this box and clicking "Submit" this program report will be marked as complete and no further edits will be allowed.

Save Submit

NEED TO CONTINUE LATER? Click the SAVE button to save the report for further editing. When you save a report, a SAVED PROGRAM REPORT message will appear at the top of the page. NOTE: When returning to the Online Program Reports, a blank report will appear to submit a new report. To edit the saved report, click VIEW/EDIT in the SAVED PROGRAM REPORT box. To print the saved report, click PRINTER FRIENDLY in the SAVED PROGRAM REPORT box.

Saved Program Report(S)

14. VIEW/EDIT INCOMPLETE PROGRAM REPORT

Program Report | Chapter Data Sheet | Program Report User Guide | Logout | Chapter Data Sheet: **Incomplete** | Reports Submitted: 1

Eastern Area Program Report

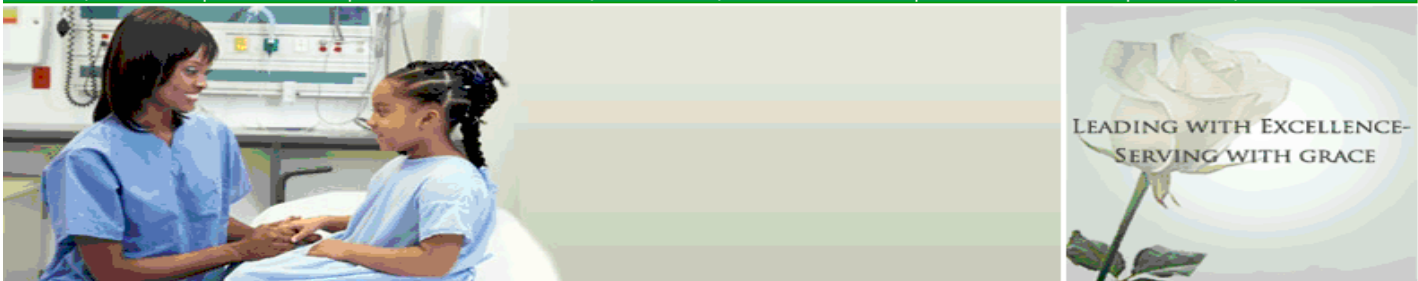
Saved Program Reports

Below are all of your saved program reports. You may edit non-submitted reports by clicking 'View / Edit'. You may view submitted reports by clicking 'View'. To see a printer-friendly version click the link '[printer friendly]'.

test - [View](#) - Completed [printer friendly]
 Test 2 - [View / Edit](#) - Incomplete [printer friendly]

15. VIEW/PRINT COMPLETE PROGRAM REPORT

Home | About Us | In the News | The Links Foundation | Programs | National Partners | National Assembly | Contact



Program Report | Chapter Data Sheet | Program Report User Guide | Logout | Chapter Data Sheet: **Incomplete** | Reports Submitted: 1

Eastern Area Program Report

Saved Program Reports

Below are all of your saved program reports. You may edit non-submitted reports by clicking 'View / Edit'. You may view submitted reports by clicking 'View'. To see a printer-friendly version click the link '[printer friendly]'.

test - [View](#) - Completed [printer friendly]
 Test 2 - [View / Edit](#) - Incomplete [printer friendly]



The Program Report has been successfully submitted.
 Please submit any questions to EAprograms@linksinc.org

Chapter Data Sheet

16. COMPLETE CHAPTER DATA SHEET. NOTE: Only One (1) Data Sheet is required per chapter for the National or Area Program Report.

Linked in Friendship, Connected in Service

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Program Report | **Chapter Data Sheet** | Program Report User Guide | Logout | Chapter Data Sheet: *Incomplete* | Reports Submitted: 1

Chapter Program Data: Pilot Chapter (DC)

Please note: Only one data sheet should be submitted per chapter.

Printer Friendly

Chapter Goals

Describe your chapter's goals in relation to delivering and sustaining transformational programs.

People Served

List the number of people served during program year.

	Women
	Children
	Senior Citizens
	Family
	Others
	Total Number of People Served

Finances	
List the amount of money spent on programs:	
A. Chapter Funding	\$ <input type="text"/>
B. Contributions from Links National Partners	\$ <input type="text"/>
C. Contributions from Local Chapter Partners	\$ <input type="text"/>
D. Total Amount Spent	\$ <input type="text"/>

Scholarships	
Did the chapter provide scholarships? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If yes, how many scholarships were provided? <input type="text"/>	
What was the dollar amount of each scholarship?	
<input type="text"/>	
Did the chapter contribute to HBCU's <input type="radio"/> Yes <input checked="" type="radio"/> No	
A. Number of scholarships given to HBCU's	<input type="text"/>
B. Amount of money given to HBCU Scholarships	\$ <input type="text"/>
C. Amount given to HBCU Endowments	\$ <input type="text"/>
D. Total Amount given to HBCUs	\$ <input type="text"/>

Signature Programs and National Initiatives

Did the Chapter implement aspects of any Signature Program or National Initiative? Yes No

If yes, note the Signature Program(s) and/or National Initiative(s).

Services to Youth

- Signature: Project LEAD
- Signature: Links to Success
- National HBCU Initiative
- National Mentoring Initiative
- National STEM Initiative

The Arts

- Signature: Classics Through the Ages

International Trends and Services

- Signature: Education Across the Miles
- NGO

Health and Human Services

- Signature: HeartLinks
- Signature: Linkages to Life
- Signature: Walk for a Healthy Living
- National Childhood Obesity Initiative

Donations

Did the chapter make donations to and/or partner with Links National Partners?

Yes No

If applicable, check the appropriate partner and/or affiliate and the amount donated.

<input type="checkbox"/> American Heart Association	\$	<input type="text"/>
<input type="checkbox"/> Diabetes Association	\$	<input type="text"/>
<input type="checkbox"/> Habitat for Humanity	\$	<input type="text"/>
<input type="checkbox"/> Heart Truth Campaign (NHLBI)	\$	<input type="text"/>
<input type="checkbox"/> Komen Foundation	\$	<input type="text"/>
<input type="checkbox"/> National Cares Mentoring Movement	\$	<input type="text"/>
<input type="text"/> Number of Students Mentored		
<input type="checkbox"/> Other <input type="text"/>	\$	<input type="text"/>

Chapter President

Name:

Address:

City:

State: Zip:

Day Phone: Evening Phone: Cell Phone:

Email:

Chapter Program Coordinator

Name:

Address:

City:

State: Zip:

Day Phone: Evening Phone: Cell Phone:

Email:

16. CHAPTER DATA SHEET COMPLETE? Check the box to indicate the data sheet is ready for submission. Click the SUBMIT DATA SHEET button to submit the completed report. OR, Click the SAVE button to save the data for further editing. **NOTE:** Once the data sheet is submitted it cannot be edited. You will be able TO VIEW AND/OR PRINT THE DATA SHEET.

By checking this box and clicking "Submit" this chapter data sheet will be marked as complete and no further edits will be allowed.

Save

Submit