



## **Reporting in Programs is *different!***

Reporting in Programs is a little different than other areas but easier (really!). If you have reported every program you had in the department it pertains to, all you have to do is copy it over to the Programs report. Yes, Programs can be *double reported*. Remember, double reporting means TWO, not any more. For example, if you had a fundraiser at a meeting to raise money for a scholarship, where would you report it? You have options. I would report it under Fundraising (which can also be double reported) and Education. However, if at another meeting, you either planned and discussed this fundraiser OR had the recipient attend your meeting and be awarded the scholarship, then those events can be reported under Programs and another department such as Fundraising or Education.

Programs occur at regularly scheduled meetings or gatherings held in lieu of a regular meeting either at the regular place or not, that includes all members. A program can be that you had a speaker on Domestic Violence at your meeting Or your program could be that you all went out to eat and to a movie for Membership building instead of a “sit down” meeting. Also, you can have multiple programs at one meeting that are reported separately. What?! Yes, really. For example, at your April Meeting you had an Easter Bonnet contest (Arts), an Easter Egg hunt for foster children (Home Life), a display of Russian Faberge Eggs (International Issues) and gave out wildflower seeds to the members to plant (Conservation). You would have *four* projects reported in their appropriate department BUT you would have *four* Programs listed in Programs report. It would be nice if you grouped them together under subheading of APRIL but it's not necessary.

Any questions just ask, email or call me anytime. Don't stress!

Remember, all Programs *should be* and can be reported elsewhere. When a project or program can be reported in more than 1 department, sometimes it just comes down to what report would benefit the most from it. This chairman likes to see a variety of types of Programs throughout the year