ROYAL NEIGHBORS OF AMERICA®



INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIESSM





Online Reporting Manual

Online Reporting Manual

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How to access the online reporting tool to complete your Quarterly

Chapter Report

The direct link to the Chapter Leaders area of the website is: <u>https://www.royalneighbors.org/membership/community-chapters/chapter-leaders.</u>

How to navigate to the Chapter Leaders area of the website

- 1) Go to <u>www.royalneighbors.org</u>.
- 2) Hold your mouse over the **Membership** tab, pictured below.



3) Click on **Community Chapters** from the drop-down menu.



4) You will be directed to the **Community Chapters** page as shown below. Scroll down.



5) Under the **Current Chapter Leaders** headline, you will select the **Chapter Leaders area** link as shown below (link appears in blue font/letters).

Be a Chapter Trail Blazer	
No chapter in your area? No worries. You can start one. Royal Neighbors helps provide supplies, funding, and support. And the more active your chapter, the more opportunities to receive additional funding.	
If you are ready to take the lead and make a difference, Royal Neighbors is ready to help you blaze a trail of neighbor-it-forward goodwill in your community.	
It starts with a call. If you are interested in learning how to start a chapter, call (800) 627-4762 and ask for Chapter Services.	Select this link to access
Current Chapter Leaders	chapter forms.
Currently Community Leadership Chapter Leaders can find forms and more information on the Chapter Leaders area of our website.	

6) The link will direct you to the Chapter Leaders page (shown below) which includes a chart with all chapter forms. You will find the Quarterly Volunteer Hour Report listed on this chart, which is a link to the online reporting tool. Your chapter's activities and your members' individual volunteer hours can be recorded on the Quarterly Chapter Report through the online reporting tool.

CHA A place for Thank you for being you need for your r	Chapter Leader information g a Chapter Leader. We appreciate your dedication to leading social good in your neighborhood. You should be able to find everything roles as a leader on this page. If you need assistance, please contact your Member Engagement Specialist.]
Chapter Leader Form	n Description	This is
Chapter Leadership Planning Guide	This planning guide provides information on leadership responsibilities, voting, funding, member savings – it's a great resource about running your chapter in one document.	where you will find
Financial Statement	At the end of each year, the chapter secretary/treasurer must prepare a financial statement for an auditing committee to ensure cash account books are balanced and correct. This user-friendly form offers step-by-step instructions for easy completion.	the
Quarterly Volunteer Reports	Hour To qualify for quarterly chapter funding, chapters must submit a report of volunteer activity within 10 days after the quarter.	Chapter Leader
Volunteer Hour Man	Have questions about how to report your volunteer hours each quarter? Your Online Reporting Manual will take you step-by-step through the process so you can accurately report your chapter activities and your members' individual volunteer hours.	Forms
Guidelines for Chapt Volunteer Hours	er - Use these guidelines to understand what does not count toward volunteer hours.	chart.
Annual Financial and Chapter Roster Repo	At the end of each year, the chapter secretary/treasurer must prepare a financial statement for an auditing committee to ensure cash account books are balanced and correct. This user-friendly form offers step-by-step instructions for easy completion.	
Instructions on how t the Reporting Tool	Use these step-by-step instructions to learn how to use this tool for important reports required for chapters.	

Guidelines for Volunteer Hour Reporting

Guidelines

Time spent providing direct service for a non-profit or similar organization (e.g., nursing home, school).

Time spent organizing and preparing for a service project, event or fundraiser. Time spent raising funds for a charity.

Provide pro-bono services to a non-profit or similar organization. Pro-bono is defined as the donation of professional services for which the recipient nonprofit would otherwise have to pay.

Attending a fundraising event as a chapter activity.

Fifty-percent or more of volunteer hours must come from chapter activities versus individual hours. Individual hours are used to assist chapters with reaching the funding levels. You are not required to report individual hours.

Chapter meetings count as volunteer hours.

If a chapter plans the project/event, all hours generated from this event can be counted including hours generated from event attendees. Hours generated from organizing, prepping and post-event should be included as well.

Hours accumulated from Difference Maker Fund projects should not be reported as Chapter hours. These hours are reported separately.

The above criteria will not cover all circumstances. A good guideline would be to ask yourself, "Does this activity address a social problem?" and "Was I paid to perform this service?"

How to login to the Online Reporting Tool

Note: Each chapter leader can have their own Logon account.

If you are a New User (if you are an exisiting user, skip to step 4)

 Click on the following hyperlink to access the Online Reporting Tool: <u>https://www.grantinterface.com/Home/Logon?urlkey=royalneighborsofamerica</u>.

Next, click on Create New Account. Shown below.

INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES [#]	
Email Address*	
Password*	Welcome to the Royal Neighbors of America online applications system!
Log On Create New Account	We suggest bookmarking this page in your internet browser and also adding
Forgot your Password?	"Royal Neighbors Philanthropy(administrator@grantinterface.com)"
	to your emails sale server list.
	First time here?
	Click "Create New Account." Be sure to keep this login profile information for your records. This online system will be the connection point between you and Royal Neighbors for all funding opportunities and communications.

2) Fill out the user registration information. Required fields will have an asterisk (*).

Lusing the browser's back button will delete your registration information.	
This registration process has multiple steps you must complete before you can app	əly.
ields with an asterisk (*) are required.	
User Information	
Salutation (For example: Mr., Mrs., Dr.))*	First Name*
Salutation (For example: Mr., Mrs., Dr.)) is Required	
Middle Name	Last Name*
Suffix (Sr, Jr, III, etc.)	Email Address - This will be your Username Login*
Email / Username Confirmation*	Enter Main Phone Number: XXX-XXX-XXXX*
Enter Alternate Phone Number: XXX-XXX-XXXX	Permanent Home Mailing Address 1*
Permanent Home Mailing Address 2	Permanent Home City*
Permanent Home State*	Permanent Home ZIP Code*

3) Once information is entered, click on the **Next** button located in the bottom right hand corner.

you already have an Account, click the 'Cancel Account Creation' button to go to t	the Logon page
Λ Using the browser's back button will delete your registration information.	
 This registration process has multiple steps you must complete before you can 	apply.
Fields with an asterisk (*) are required.	
User Information	
Salutation (For example: Mr., Mrs., Dr.))*	First Name*
Salutation (For example: Mr., Mrs., Dr.)) is Required	
Middle Name	Last Name"
Suffix (Sr, Jr, III, etc.)	Email Address - This will be your Username Login*
Email / Username Confirmation*	Enter Main Phone Number: XXX-XXX-XXXX*
Enter Alternate Phone Number: XXX-XXX-XXXX	Permanent Home Mailing Address 1*
Permanent Home Mailing Address 2	Permanent Home City*
Permanent Home State*	Permanent Home ZIP Code*

If you are an Existing User

4) On the Logon Page, enter your **Email Address** and **Password**.

INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES**		
Email Address* amy.m.jones02@gmail.com Password* Log On Create New Account Forgot your Password?	Welcome to the Royal Neighbors of America online applications system! We suggest bookmarking this page in your internet browser and also adding "Royal Neighbors Philanthropy(adminstrator@grantinterface.com)" to your email's safe sender list. First time here? Click "Create New Account." Be sure to keep this login profile information for your records. This online system will be the connection point between you and Royal Neighbors for all funding opportunities and communications.	

Proceed to step 12, unless you forgot your password.

If you forgot your Logon password

5) If you forgot your password, click on **Forgot your password?** link. Shown below.

INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES ^M		
Email Address*		~
amy.m.jones02@gmail.com	Welcome to the Royal Neighbors of America online applications	
Password*	system!	
Create New Account Forgot your Password?	We suggest bookmarking this page in your internet browser and also	
	adding	
	"Royal Neighbors Philanthropy(adminstrator@grantinterface.com)"	
	to your email's safe sender list.	
	First time here?	
	Click "Create New Account." Be sure to keep this login profile	
	connection point between you and Royal Neighbors for all funding opportunities and communications.	

6) To reset your password, enter your email address in below textbox.

Reset Password	×
To reset your password, enter your email address and click Send Reset Li	nk
Cancel	Send Reset Link

7) Click on **Send Reset Link** button. Shown below.

Reset Password	×
To reset your password, enter your email address and click Send Reset	Link
Email Address	
Cancel	Send Reset Link

8) You will receive an email similar to the one below.

Dear Amy,

We received your request to reset your password for: <u>amy.m.jones02@gmail.com</u>.

To reset your password click here.

If you did not request this reset, please contact us.

9) Select click here.

Dear Amy,
We received your request to reset your password for: <u>amy.m.jones02@gmail.com</u> .
To reset your password click <u>here.</u>
If you did not request this reset, please contact us.

10) Enter New Password and Confirm New Password. Then, click on Reset Password.

New Password*	
Confirm New Password*	
	Reset Password

11) You should receive this below message when the password has successfully reset.

Reset Password Successful
O Your password was reset successfully. Close this window and use your new password to log in

12) Click Log On.

INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES TH Logon Page	
Email Address*	
amy.m.jones02@gmail.com	Welcome to the Royal Neighbors of America online applications
Password*	system!
Log On Create New Account Forgot your Password?	We suggest bookmarking this page in your internet browser and also adding "Royal Neighbors Philanthropy(administrator@grantinterface.com)" to your email's safe sender list.
	First time here?
	Click "Create New Account." Be sure to keep this login profile information for your records. This online system will be the connection point between you and Royal Neighbors for all funding opportunities and communications.

13) You will now be brought to the **Applicant Dashboard** homepage. This page provides you with applicant contact information details and displays any past reporting entries.

oors o	or America			
	🎆 希 🖹 Apply	t⊞ Fax to File		
	Applicant Da	shboard		
	Applicant: Ms. Amy May Hoover amy.m.jones02@gmail.co 563-370-0793 5660 Dodds Drive	m)		Applicant contact information.
	Bettendorf, IA 52722			Contact Email History
<	Vello Training			Past reporting
	Process: Employee Volur	nteer Hours Report		entry example.
	Application Decision	Submitted Undecided	I	02/02/2018

14) Click on Apply.

Apply	ि Fax to File	
Applicant Da	shboard	
Applicant:		
ms. Amy may Hoover amy.m.jones02@gmail.co	m	
563-370-0793		
5660 Dodds Drive		
✓ Vello Training		
Process: Employee Volu	nteer Hours Report	
	Submitted	02/02/2018
Application	Submitted	01.01.10.0

Access Code

15) Type "**royal**" into the enter access code textbox. Shown below.

merica					
۴ 🛞	Apply	圇 Fax to File			
Apply	/		Enter Access Code	Enter Co	de
 If you have 	e been provide	led with an Access Code, you may enter it in the box at	the top of the page.		
Q Quick Sea	arch				×
2018 Nation o	of Neighbors			Accepting Submissions from 03/01/2018 to 06/15/2018	ply
Members of R Grants of appr Neighbors, but	loyal Neighbo roximately \$1 t you can nor	ors may nominate a leader who empowering women for 10,000 will be given to the top nominations as selected minate people who are not members. Please visit our v	a Nation of Neighbors award. This award will help y a panel of judges. Last day to submit a nomina ebsite for more details.	p them achieve their full potential and realize their dreams for building better communit tion is June 15, 2018. Only Royal Neighbors members may nominate for Nation of	85.
Preview					
Difference Ma	aker Fund - Q	22, 2018		No longer accepting submissions after 05/01/20	8
The Differenc	e Maker Fun	nd provides \$200 in seed money for Royal Neighbo	s members to use to carry out a project that n	nakes a difference in their communities.	
 Second qua Project appi A project kit 	arter applicati rovals are an t with the fund	ions for 2018 open on February 5, 2018 and are due by nnounced on or by May 15 ids, instructions, and banner will be mailed on or by Ma	May 1, 2018 28		

16) Click on Enter Code button. Shown below.

Apply	royal	Enter Code
(i) If you have been provided with an Access Code, you may enter it in the box at the top of the page.		
Q Quick Search		×

17) Click on the **Apply** button for Quarterly Chapter Volunteer Hours Report.

*Please complete one entry for each volunteer activity or monetary donation made using chapter funds.

🎢 🎓 Search 🕶 Tools 👻 Communications 👻 Reporting 👻 Applicant Menu	•	•
Apply	royal	Enter Co
) If you have been provided with an Access Code, you may enter it in the box at the top of the page	e.	
Q Duick Search		
Individual Member Volunteer Hours Report	Accepting Submissions from 01/0	1/2018 to 12/31/2019 App
This report is for tracking individual volunteer hours.		
Preview		
Quarterly Chapter Volunteer Hours Report	Accepting Submissions from 12/1	3/2017 to 12/31/2020 App
Royal Neighbors of America Community Chapter are required to report their volunteer hours each qu	uarter to qualify for chapter funding. Reports are due on the last day of each quarter.	
Reports are due 10 days after the end of each quarter. (April 10, July 10, October 10 and Janua	ary 10).	

18) Fill out the report questions accordingly.

	A Question
Fields with an asterisk (*) are required.	
✓ Information about Your Chapter Activity	
What is your first and last name?	
> Administrator Comments	
/ Parminacana commente	
What is your chapter number?	
What is your chapter number? *	
What is your chapter number?* > Administrator Comments	
What is your chapter number? * Administrator Comments Which Member Engagement Specialist do you work with?	
What is your chapter number? * Administrator Comments Which Member Engagement Specialist do you work with? Please choose one.	
What is your chapter number?* > Administrator Comments Which Member Engagement Specialist do you work with? Please choose one. • Vickie Sedam	

19) On the bottom right hand corner, click on **Submit Application**.

or organization, please or	y include volunteer hours from Chapter members.		
#			
Chapter Expenses and	Revenue, if any		
What amount of chapte	funds were used for this activity? *		
f there were no expense	please indicate zero.		
\$			
f your activity generate	any monetary revenue, please indicate this amount.		
Please indicate zero if the	activity did not generate revenue.		
\$			
Monetary donation mad	using chapter funds (if any)		
For example, the Chapter	donated \$500 to the local food pantry using chapter funds.		
\$			
Value of any non-monet	rv (in-kind) donations made, if any		
For example, the chapter	nade 50 blankets for the St. Joseph Food Pantry. The estim	nated value of this donation is \$500.	
\$			

20) After you have submitted your Quarterly Chapter Report, you will receive a confirmation email. See below. The entry will appear with any previous entries in the Applicant Dashboard.

Royal Neighbors Philanthropy <administrator@grantinterface.com> Thank you for submitting your Quarterly Chapter Report</administrator@grantinterface.com>				
To Amy Jones				
Retention Policy Delete From Inbox (90 days)	Expires 8/9/2018			
Click here to download pictures. To help protect your privacy, Outlook prevente	ed automatic download of some pictures in this message.			
	Dear Chapter Leader,			
	Thank you for submitting your chapter volunteer hours report. We appreciate the good work you do in your community.			
	If you have any questions, don't hesitate to contact us.			
	Your Royal Neighbors Philanthropy Team 309-732-8216			
	Applicant Information Amy Jones			
	,			
	amy.jones@royalneighbors.org			
	Form Name: Application - Quarterly Chapter Report Process Name: Quarterly Chapter Volunteer Hours Report Project Name: chapter meeting			

Philanthropy Contacts

If you have issues logging in or reporting your hours on the Quarterly Chapter Report, please don't hesitate to contact a member of the Philanthropy Team.

Vickie Sedam Member Engagement Specialist Vickie.Sedam@royalneighbors.org (309) 732-8260 (800) 627-4762 *8260

Darcy Smith Member Engagement Specialist Darcy.Smith@royalneighbors.org (309) 732-8265 (800) 627-4762 *8265