



## Annual Activity Report User Guide

(for reporting on 2017)

Please use this guide to help with preparing your mandatory responses to the Annual Activity Report. Please complete the form online here: [online form](#).

We recommend you finish the entire form in one sitting to prevent problems with submission. To help you prepare, we are providing the questions you will be asked on the form below:

1. Program Manager's First Name (fill in the blank)
2. Program Manager's Last Name (fill in the blank)
3. Program Name (fill in the blank)
4. Program Account Number (fill in the blank) - if you are unsure what your account number is, please call us at 571-620-3000 and we can help.
5. Has your contact information changed from past filings? (yes/no/other)
6. Did you apply for any grant funding to support your program in 2017? (yes/no)
  - 6a. (short answer) If yes, please list the grants your program has applied for and indicate whether the grant was awarded. If you did not submit these grants proposals or applications to United Charitable for review and approval, please email a copy to [info@unitedcharitable.org](mailto:info@unitedcharitable.org) with your "Program Name and Activity Report Item" in the subject line.
7. Does your program have volunteers, staff or other individuals that come into direct contact with children, the elderly, and/or persons with disabilities in need of support (including you as the program manager)? (yes/no)
8. Does your program use non-hired or personal cars, buses, or vans to transport program volunteers, supplies or participants? (yes/no)
9. Does your program provide any counseling, coaching, testing or medical/clinical services? (yes/no)
10. How many volunteers did you have in 2017? (fill in the blank)
11. How many hours did your volunteers work in 2017? (fill in the blank)
12. How many events, seminars, fundraisers or workshops did you program hold in 2017? (fill in the blank)
13. What measurable progress was made in 2017 toward the goals and objectives of your program? (short answer)
14. Please provide detail about your program's fundraisers, seminars, workshops and events (i.e. what events, seminars or workshops has your program held and please include the date of each event). (short answer)



15. List your program's activities and services (i.e. who you have helped and what help was provided). (short answer)
16. Please share anything else that happened during 2017 that has impacted your program, either positively or negatively (optional). (short answer)
17. Do you have any high-resolution 2017 program photos that you would like to share with United Charitable? If you do, please email them to [info@unitedcharitable.org](mailto:info@unitedcharitable.org)!