

## INSTRUCTIONS TO COMPLETE THE CLUB/GROUP ACTIVITY REPORT (CGAR)

**DUE: Friday September 9, 2016**

While the president is the primary person responsible for completing the CGAR, other officers may complete portions relevant to their position *before* the president submits the final version. Presidents should share these instructions with others assisting with completing the CGAR.

If you have questions about completing the CGAR, please contact the Alumni Communities Team below for contact information (See #5).

1. To complete the CGAR, either: 1) [click here](#), or 2) go to the Alumni Relations website [under Resources for Volunteers](#); which can be found within the 'club'; 'affiliated groups'; and 'shared interest groups' tabs. Within the "Reporting & Financial Information" section, click on the "CGAR Web Form (log-in required)" option. The account name is your Advance club code such as NH9, and your password is "Club\_\_" followed by your club code such as Club\_NH9. (NOTE – we will provide this info to each president in a personalized message).

After you have logged in, you may work on your organization's report, or view reports from other organizations. Any officer of the organization may enter the site using the account name and password to complete his or her section. Only one person at a time may work on your organization's CGAR.

After 60 minutes of inactivity, you will be logged out. If you are logged out for inactivity, you will lose your work if you have not clicked on a 'SAVE' button or switched to another section. *Thus, be sure to periodically click on the 'SAVE' button or another section to save your work.*

2. Within each of the six (6) sections (stats/enrollment, communications, etc.) are two types of questions: *Required and Important*.
  - *Required information* helps Alumni Relations to identify leaders, to promote financial best practices, and to identify the organization's avenues of communication. We use this to determine if an organization is active. Organizations *must* complete this portion of the CGAR to be considered active and receive contact information for alumni within the organization's purview. We have kept the amount of 'required information' to a minimum.
  - *Important information* (essential, to receive an award or funding from Alumni Relations for newsletters, programs, CAGOW attendance, etc.) provides a complete picture of the excellent work of our volunteers. We use this information to:
    - Understand what makes our organizations effective.
    - Share ideas with other volunteer leaders.
    - Identify challenges to our organizations and how we can better support them.
    - Select award recipients, which are recognized at CAGOW.
    - Determine if an organization is eligible for funding of speakers, newsletters, CAGOW attendance, etc.

3. As you progress through the CGAR, please note the following:
  - The acronym "ASIG" refers to Affiliated and Shared Interest Groups (BADA, DGALA, NAAAD, DUSA, DAEMA, etc.)
  - You do NOT need to manually fill in the gray-color sections. All sections in GRAY are: additional directions, will be completed by AR, or will be auto-populated as data is entered.
  - For "Stats/Officers" there are two columns for listing officers – the left column for the year concluding June 30, 2016 and the right column for the year concluding June 30, 2017. Please complete both. If a volunteer will continue to serve in the same position from FY 16 to FY 17, click on the "arrow" button to populate the right column (FY 17) with the person's name. Please include the volunteer's class year.
  - If you need assistance with admissions-related statistics (within the Enrollment Section), please contact [Meg Lysy](#), director of the admissions ambassador program.
  - For "Events and Activities" please use the drop-down fields to further describe the activity.
  - For sections that contain text boxes, **there is a 750 character limit**. *To give you an idea of how brief 750 characters (with spaces) is, there are 696 characters, including spaces, within this paragraph.* While we appreciate a focus on quality and thoroughness, we do not expect you to write extensively and know that you have many demands competing for your time. Awards are determined not on volume, but on substance. Some leaders find it easy to compose their response to the question in a word document and then copy and paste their response. We have provided a copy of a **CGAR '16 word document** with each question that contains a 750 character limit box on our website for your convenience.
  - There are approximately 40 open-ended questions throughout the CGAR. Some leaders find it helpful to compose their response (remembering the 750 character limit) in a Microsoft Word document and then copy/paste the information into the CGAR. To download a Microsoft Word document that includes the questions, visit the 'Reporting and Financial Information' section of the '[Resources for Club and Group Volunteers](#)'.
  
4. We have created two brief tutorial videos to highlight key aspects of the instructions page and other key components of the CGAR. Both videos are under five (5) minutes in length.
  - \* [Overall Instructions and the Stats/Officers tab](#)
  - \* [Events and Activities tab](#)

*\* Note – the first time that you click on one of these links you may receive a warning that you will connect to Screencast.com, and ask if you trust the source. Screencast.com is the vehicle by which we post these videos.*
  
5. AR resources for completing the CGAR:
  - Anita Brown ([anita.k.brown@dartmouth.edu](mailto:anita.k.brown@dartmouth.edu) / 603-646-3497) – technical matters
  - Mark Hoffman ([mark.p.hoffman@dartmouth.edu](mailto:mark.p.hoffman@dartmouth.edu) / 603-646-8835) – international clubs, Boston, Chicago, Los Angeles, New York City, San Francisco, Silicon Valley, Upper Valley
  - Meg Lysy ([Margaret.c.lysy@dartmouth.edu](mailto:Margaret.c.lysy@dartmouth.edu) / 603-646-3157) – admissions statistics
  - Derikka Mobley '10 ([derikka.k.mobley@dartmouth.edu](mailto:derikka.k.mobley@dartmouth.edu) / 603-646-2597) – ASIGs
  - Magda Vergara ([magda.t.vergara@dartmouth.edu](mailto:magda.t.vergara@dartmouth.edu) / 603-646-1497) – all other domestic clubs