**Dartmouth College**

**Alumni Relations Communities**

**Club and Group Activity Report (CGAR)**

**FY17 FAQ and Instructions to Complete CGAR for Volunteer Leaders**

**Due: Wednesday, December 20, 2017**

**What is the new Club and Group Activity Report (CGAR)?**

* The new report is similar to the version that organizations have completed via Filemaker in the past (with six topic sections with programming split up). However, multiple leaders can now access it via a unique link.
* Each organization has a personalized dashboard that includes all of the parts of the CGAR; different questions have been split into separate sections or forms which you can complete and mark them as finished as you go along.
* Required questions still appear first in each section with important and longer-form questions following. Read more about the types of questions below.
* You can answer long form questions in a separate Word document and then enter your answers if you prefer. There is a 3,000 character limit for all of these responses, so please keep your responses detailed yet succinct!
* This year we’re accepting detailed information on key events that you wish to share as well as summary information about all other events.
* You can review, save, and print the report from the final summary page. But you must still remember to submit the full report from your dashboard.

**Who can and should complete the CGAR?**

* The Club or Group president is primarily responsible for completing the CGAR. However, other officers may complete portions relevant to their position *before* the president submits the final version.
* We ask that officers coordinate with each other on what parts of the CGAR they are completing and that a single officer (usually the president) submit the full report when it is completed.
* All organization presidents, vice presidents, and treasurers for whom we had contact information received an email with the personalized link to access this year’s CGAR.
* The email message, instructions, and organization link can be shared with other volunteers from your organization; however, please do not forward the link to other alumni organization as they will not be able to access their CGAR using the same link.

**How do you access the CGAR?**

* The email to all organization presidents, vice presidents, and treasurers included a personalized, authenticated link to access only your respective organization’s CGAR for this year.
* When you follow this link, you will not have to log-in or enter any other credential, password, NETID, etc.
* However, please be sure that the organization name that appears when you follow the link is correct. Then you’ll click ‘Proceed as X organization’ for each part of the form. You’ll then be completing the report on behalf of your organization and no further action is needed. Make sure that the name of your organization appears and you proceed only as your organization. There’s no need to log-in as an individual or to see your own information at any point during this process.
* If you have trouble locating the email or have any questions about the link to your organization’s CGAR, please contact the AR office at alumni.relations.communities@dartmouth.edu.

**When is the CGAR due?**

* The deadline is Wednesday, December 20th, 2017 allowing two months to complete the report as we have in the past. Extensions may be granted, but given the report was delayed and covers the 2016-17 year we strongly urge all organizations to submit their CGARs before December 20th.

**Why is it important to complete the CGAR?**

* The CGAR is an opportunity for your organization’s current leadership to reflect on and document the past year: your leadership team, accomplishments, challenges, concerns, events, and so on.
* It is required to be considered an active club (per the operating guidelines) and to receive data about alumni and parents.
* It is reviewed by Alumni Relations to not only confirm if an organization is still active and in good standing but also for awards, financial support, technical support, and best practice benchmarking and sharing from Alumni Relations.

**What else do you need to know?**

**OTHER RESOURCES AND TIPS**

* The pages of the report will NOT save automatically so you should click SAVE at least every 30 minutes. For longer questions, you can work on the responses in a separate document and just copy them in before saving and completing the relevant section.
* You can access a Word Document with all of the longer form questions to complete [here](http://alumni.dartmouth.edu/resources-club-and-group-volunteers). Remember the 3,000 character limit!
* All the instructions you need to complete the CGAR appear here, in the access email you received, and also on the top of each page of the CGAR itself.
* For Club and Group leadership, the leaders who we have on file for FY17 will auto populate; we ask that you list all of officers for the new year (FY18). If a position is not applicable, you can leave it blank; if you have additional positions and volunteers, you can enter them at the end where there is a text box to identify all other board members, directions, officers, etc.
* For events, you will be able to enter the total number of events that your organization organized this past year and break them down across several types of events. Please try to choose the most accurate category for the event. Then under each category of programming you will be able to provide detailed information on ONE event this year. There is space to provide additional information about other events within any given category if you wish.
* For Club leaders, please remember that the acronym "ASIG" refers to Affiliated and Shared Interest Groups (BADA, DGALA, NAAAD, DUSA, DAEMA, etc.).

**REQUIRED V. IMPORTANT/OPTIONAL QUESTIONS**

* The CGAR is divided into six (6) topic areas. Within each area 'required' questions come first and are followed by additional 'important' questions where you can provide more detailed information on your organization’s activities. All organizations must complete the required portions of the CGAR. To be considered for awards, financial, and technical support, you should also complete the important portions.

**INCENTIVES FOR SUBMITTING A COMPLETED CGAR**

* The first ten (10) organizations that submit a complete CGAR (required and important sections) will receive a small Dartmouth felt banner.
* Organizations that submit a complete CGAR (required and important sections) by December 20th in addition to the earlier financial report (due September 28th) will also be placed in a drawing for five (5) $250 organization treasury credits to be used in the current FY2018.
* A $150 CAGOW-travel credit to two organizations that submit their organization’s reports on time (to be used towards CAGOW 2019). We will hold two drawings: one for the current president of an organization that submits the CGAR (required and important sections) and one drawing for the current treasurer of an organization that submitted the Financial Report earlier this fall.

**ADDITIONAL QUESTIONS?**

If you have additional questions or could use any assistance, please contact the Alumni Relations Communities Office at: alumni.relations.communities@dartmouth.edu.