



## Quarterly Reporting

Through a series of questions, agency staff will share your operating capacity, demand for services, and the essential nature of a given program, which will inform funding decisions.

Quarterly reporting is similar to the interim report, though it is much briefer. The form is to be completed and submitted online, giving us a picture of changes and adaptations your organization has faced in the past three months.

We realize that this electronic reporting process is new, and we're working to make it as seamless as possible. Here are some answers to questions that might arise.

### **Didn't we provide this information in the interim report?**

The quarterly reports will refer to initiatives, changes, and adaptations over the past three months. As we move through this crisis, we've must continually adjust to changing circumstances. These quarterly updates will give us a clearer picture of where our partners are at throughout the year.

### **Can I save the report and come back to it later?**

The report form must be completed in one sitting - Google Forms doesn't allow users to save and return later. We've provided an outline of the questions [online](#) so you can prepare ahead of time.

### **Can I go back and change what I entered?**

When filling out the report, you can go back and edit pages, but you should use the buttons on the bottom of the form to navigate rather than your browser buttons - using your browser buttons will erase your previous progress.

### **What if my agency has more than one funded program?**

Agencies with more than one United Way-funded program must fill out the report form once for each program.

### **Can I fill the form out without signing in to Google?**

You will need to sign in to a Google account to fill the form out. If you have a Google business listing, you may already have a Google account, but those that don't can [create](#) a free account using an existing email address.

If the reporting deadline presents added stress to your organization, or if you have additional questions or need assistance, please contact me at 218-259-9535 or [kimberly@uwlakes.org](mailto:kimberly@uwlakes.org).

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