# Updating your Social Impact Report
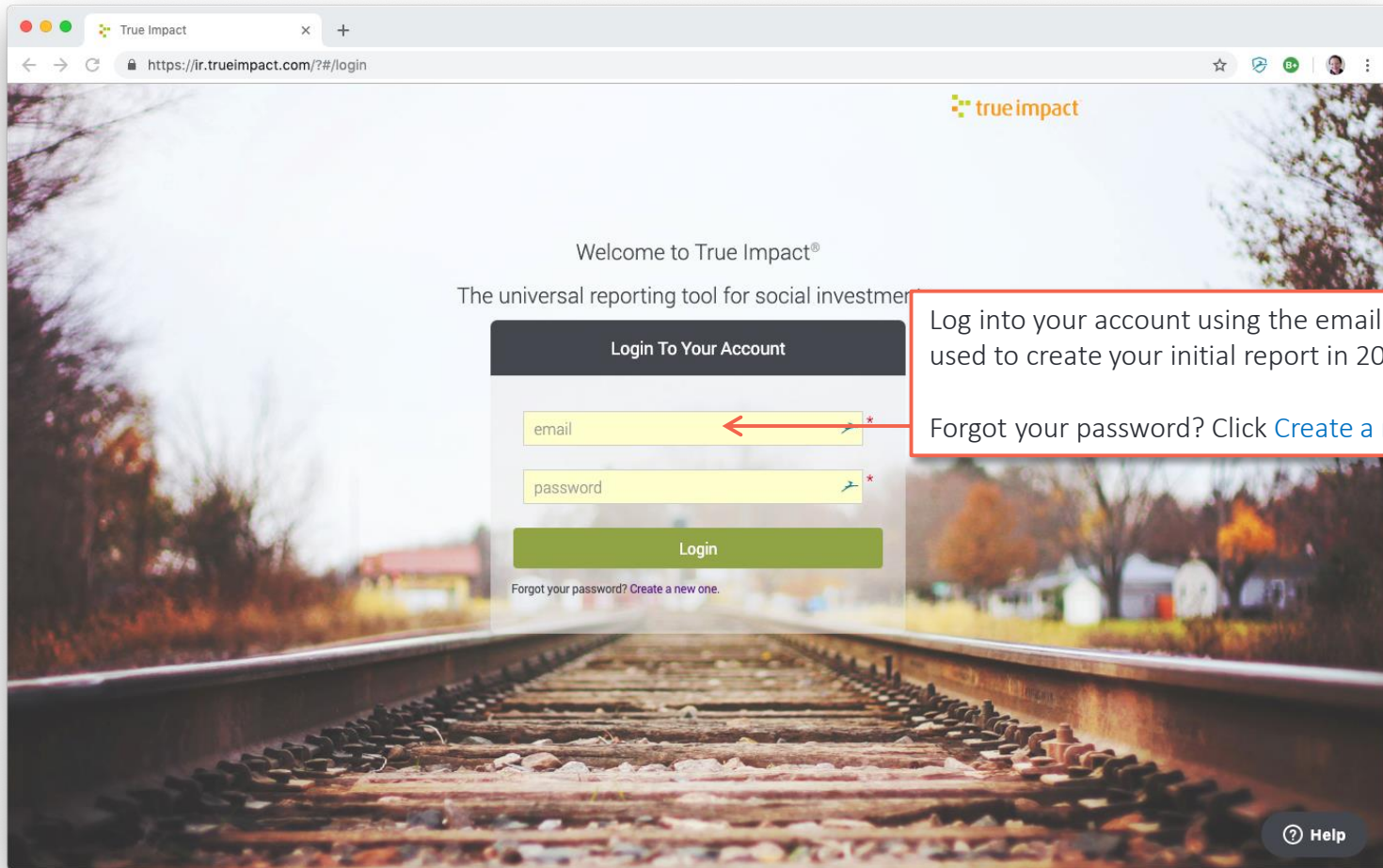
Social Impact reporting process

January 9, 2020

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# Finalizing Report Contents

| | | |
|---|---|---|
| **Update as needed** | **Overview** | Name, description, start/end date of report, logo, and report stage |
| | **Intervention** | Social category, type of intervention, frequency and duration of engagement, and description |
| | **Beneficiaries** | Location, demographic categories (%), description |
| **Update with actuals** | **Outcomes** | Logic model template, relevant indicators, indicator customization, backup documentation |
| | **Budget** | Direct (cash, in-kind) and overhead (cash, in-kind), backup documentation, notes |
| **Populate Narratives** | **Narrative** | Success stories, lessons learned |

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# Log into your existing account



Log into your account using the email address used to create your initial report in 2019.

Forgot your password? Click Create a new one

# To Do List: Reports to be finalized



Your Initial report shows up in this section

Reports to be finalized (upon program completion): 6

| Program or Initiative Name / Funding Term | Status | Initial Content | | | | |
|---|---|---|---|---|---|---|
| 1. Summer Learning Gain Initiative<br>May-31-2014 to May-29-2015 | Final Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✓ Budget ⚠ Narratives ✓ | | | | ✓ Update |
| 2. TutorMate<br>Aug-01-2018 to Jul-01-2019 | Initial Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✓ Budget ✓ | | | | ✓ Update |
| 3. Digital Bootcamp<br>Feb-01-2019 to Jan-31-2020 | Initial Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✓ Budget ✓ | | | | ✓ Update |
| 4. 2019 Healthy Lifestyles Program<br>Jan-01-2019 to Jan-01-2020 | Initial Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✓ Budget ✓ | | | | ✓ Update |
| 5. Play Works<br>Jan-01-2018 to Dec-30-2018 | Final Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✗ Budget ✓ Narratives ✓ | | | | ✓ Update |
| 6. Sample Urban Farming Program<br>Jul-01-2018 to Jul-01-2019 | Final Report (Published) | Overview ✓ Intervention ✓ Beneficiaries ✓ Outcomes ✓ Budget ✓ Narratives ✓ | | | | ✓ Update |

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# Report Builder: Overview

# Report Builder: Outcomes – Update Indicators



**Update success definition**

# Report Builder: Outcomes – Update Indicator Descriptions



**Update success definition**
Review threshold / level of achievement

# Report Builder: Outcomes – Update Indicator Actuals



**Update current forecast**

Add actual number that achieve level of success during reporting period

# Report Builder: Outcomes – Update measurement



**Update** measurement category, if needed

# Report Builder: Outcomes – Update backup

# Report Builder: Outcomes – Indicator Measurement



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# Report Builder: Budget

# Report Builder: Narratives – Lessons Learned

# Report Builder: Narratives – Success Story

# Report Builder: Impact Receipt

# Report Builder: Final Review

Thank you!

Questions? You can reach out
support@trueimpact.com to reach the full
team or the True Impact staff member
you've been working with most closely.