

**FY2017Mid-Year Reporting Checklist**

**Please use the following instructions for completing the FY2017 Mid-Year** **Reporting Requirements.**

1. **Click on this web link to access the database:**
   1. [**http://uweci.upicsolutions.org/epledge/crm/Start.jsp**](http://uweci.upicsolutions.org/epledge/crm/Start.jsp)
2. **Underneath the “Agency Reporting” tab at top of page click on “Outcome Reporting.”**
3. **Please complete the following items for your FY2017 Mid-Year Reporting Requirements:**
   1. FY2017 Mid-Year Activity Outputs
   2. FY2017 Mid-Year Indicator Measurements
   3. FY2017 Mid-Year Demographics
   4. FY2017 Mid-Year Narrative Questions
   5. Impact Strategy Budget
   6. Counter-terrorism Compliance Form
   7. Board Member Roster
   8. Submit all items
4. **Please contact your United Way Staff Representative if you have experienced significant changes to your strategies funding and/or services and need to make changes to your FY2017 Proposed activity outputs and indicator measurements.**

**Listed below are United Way Staff Representatives you may contact with any questions you have regarding the database and the Mid-Year reporting.**

**Education**

**FinancialStability**

**Health**

Karen Lewis

319-398-5372ext.828

Karen.Lewis[@uweci.org](mailto:griesenauer@uweci.org)

AshleyZitzner

319-398-5372ext.825

Ashley.[Zitzner@uweci.org](mailto:Zitzner@uweci.org)

AnaClymer

319-398-5372ext.833

An[a.Clymer@uweci.org](mailto:a.Clymer@uweci.org)