



United Way
of East Central Iowa

FY2018 Mid-Year Reporting Checklist

Please use the following instructions for completing Mid-Year Reporting Requirements. All reporting is due by **January 19, 2018 by noon.**

- 1) Click on this web link to access the database:
 - a. <https://uweci.upicsolutions.org/eplodge/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 FY2018 Mid-Year Reporting Requirements:
 - a. FY2018 Mid-Year Activity Outputs
 - b. FY2018 Mid-Year Indicator Measurements
 - c. FY2018 Mid-Year Narrative Questions
 - d. Impact Strategy Budget
 - e. Counter-terrorism Compliance Form
 - f. Board Member Roster
 - g. Submit all items

- 4) Contact the United Way Community Building Team if you have experienced **significant changes** to your strategy funding and/or services and need to make changes to your FY2019 Proposed activity outputs and indicator measurements.

- 5) **Contact United Way** Community Building Managers with any questions you have regarding the database and the Mid-Year reporting: communitybuilding@uweci.org / (319) 398-5372

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