

Successful Futures Reporting Instructions

These are the step-by-step instructions to report your workplan monthly activities for the Successful Futures grant.

1. Open the Successful Futures Reporting Webform <https://app.smartsheet.com/b/form/5598c774ee014ed498a2155cb6305911>
This is what it looks like when you open the link:

smartsheet

Successful Futures - Reporting Webform

Please use this webform to report all monthly activities related to your Successful Future Workplan Goals and Objectives.

Goal 1 objectives can be submitted when they occur during the month, but no later than the end of that month. You might have several activities, or no activities related to these objectives to report that month.

Goal 2 objectives can be submitted when they occur during the month, but no later than the end of that month. You might have several activities, or no activities related to these objectives to report that month.

Goal 3 objective is submitted once a month and at the end of the month. You will make only one submission for this goal every month.

Goal 5 objective is submitted once a month and at the end of the month. You will make only one submission for this goal every month.

Submit Monthly Report is submitted once a month and at the end of the month. This will be the last submission you make at the end of every month which alerts the evaluator that all activities for that month have been submitted. This submission is due by the 15th of the month following the reporting month. For example, if you are reporting activities for October, the deadline to make this submission is November 15th.

Please ensure you have all the required information before submitting. The form cannot be edited once you have submitted it. ****If you have any questions, please contact Dr. Peter Messiah at pjmessiah@oays.org and cc Kalyn Neighbors at Kalyn-Neighbors@ouhsc.edu****

Please read the instructions given at the top of this webform. If you have questions or need technical assistance, please email:

Dr. Peter Messiah at pjmessiah@oays.org and cc Kalyn Neighbors at Kalyn-Neighbors@ouhsc.edu

Submitter's Name & Email Address *
Name of the person submitting the form. Please make sure the email address is complete and functional.

Agency Name *
Name of the agency the submitter represents.

Type of Submission *
Please select one of the submission types from the list below. Only one type is submitted at a time.

- [Goal 1] A service delivery that targets character education and service-learning projects
- [Goal 2] Expanding project goals and objectives to a broader audience
- [Goal 3] Participant weekly engagement in movement and exercise activities (must be submitted only once at the end of every month)
- [Goal 5] Agency Reach (must be submitted only once at the end of every month)
- Submit Monthly Report (must be submitted at the end of each month after all activities have been reported for the end of the month)

Send me a copy of my responses

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Submitter's Name & Email:

Select your name and email from the dropdown menu.

NOTE: The red asterisk * means this question must be completed (no blanks).

Agency Name:

Select from the dropdown menu.

Type of Submission:

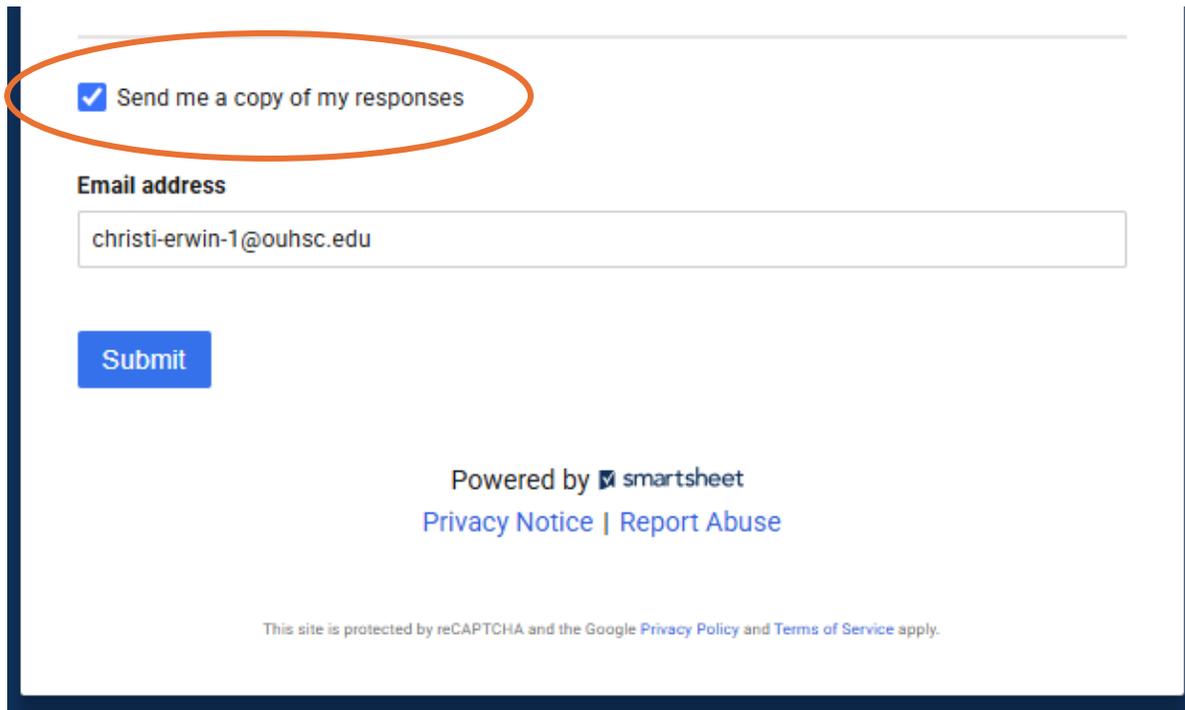
Select the type of submission you are wanting to report according to the definitions of the workplan objectives. See *Submission Review Checklist* document.

It is highly recommended that all activities that meet the definition of Goal 1 or Goal 2, be reported when they occur, however they are required to be submitted no later than the monthly reporting deadline.

Goal 3, Goal 5, and Submit Monthly Report (type of submission) must be completed **EVERY** month, even if there were no Goal 1 or Goal 2 activities to report for that month.

Reporting deadline is the 15th of the month following the reporting month. For example: March activities must be submitted before April 15th, May activities must be submitted before June 15th, etc.

2. Once you have selected the type of submission, you will be prompted to answer a series of questions that apply to that type of submission. Make sure all questions are answered and there are no blanks. The required questions must be completed in order to submit the form.
3. Before you finalize your submission, please check the box ***“Send me a copy of my responses”*** at the bottom of the page. It will then ask you to enter your email address.



The screenshot shows a webform interface. At the top, there is a checkbox labeled "Send me a copy of my responses" which is checked and circled in orange. Below this is a text input field labeled "Email address" containing the text "christi-erwin-1@ouhsc.edu". A blue "Submit" button is located below the email field. At the bottom of the form, it says "Powered by smartsheet" with a logo, and links for "Privacy Notice" and "Report Abuse". A small footer note at the very bottom states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

4. Once you have entered your email, hit the **Submit** button. You should receive a notification email with the information you submitted when it is received. Keep these notifications for your records.

Additional resources include:

- Submission Review Checklist – these are detailed definitions and requirements of each goal and objective as determined by the Successful Futures workplan. The purpose of the checklists is to make sure all required elements have been met before submitting an activity on the reporting webform.
- Reporting Webform video – provides visual examples on how to complete the webform, which should be used in conjunction with the instructions given in this document.