



Denita Ricci | Dept of IL Historian and Media Relations |

## Online Reporting Q & A

Number of members that attended a training from Department Chair

Did a member attend the C of A training in August when we played 4 corners, attend a school of instruction where I presented or do a 1-on-1 training with me?

Number of members participating

Count people who drafted the newsletter, admins posting on Facebook page, talked to the news, worked on the Historian book

Number of hours worked

How long did it take to draft the newsletter, do a "how to" training, work on the Historian book, order and pick up photos, post flyers around town for your event?

Number of miles

How far did you drive to post flyers, give a communication award, get supplies for your Historian book, or delivery newsletters?

Total value of dollars spent

Printing costs, fees to boost Facebook posts, Historian book supplies

*\*\*\*Remember you can report more than once as costs, time and mileage increase or you reach a new goal!*