

Instructions for July 2020 Reporting Demographics and Board List



To access the Andar/Community Building portal: <https://community.unitedwaydm.org>. Log in using your username and password. If you have any questions, or trouble logging in, please contact Jennifer Klinkhammer – (563) 513-5742 (cell) or jennifer.klinkhammer@unitedwaydm.org.

DEMOGRAPHIC REPORTING

1. Once logged in, click on Community Building Packages. You will see that there is a package due July 31, 2020. Click on the title of the package, “July 2020 Submission.”

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Community Building Packages

Current reporting elements required and previously submitted information is packaged as a unit. Select the appropriate package below to get started. The entire package can be printed to pdf by selecting the printer icon. Information can also be exported in comma separated values by clicking the Excel icon.

Due Date	Description	Status	
Jul 31, 2020	July 2020 Submission	Outstanding	

2. The next page that opens will show each of the programs at your organization and a link to each demographic report. Click on each link to complete the demographics reporting.

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- Program

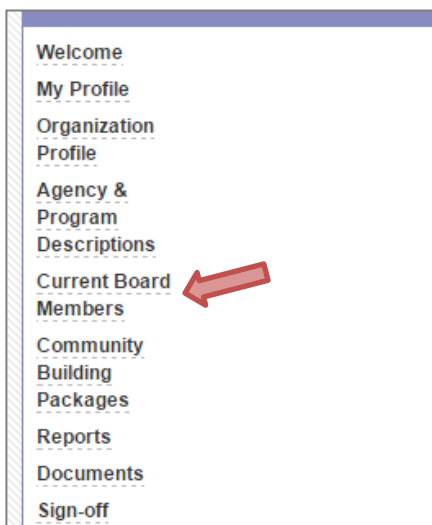
	Section	Status
	Age Demographics - Year Ending June 30, 2020 (Total = 0)	Outstanding
	Education Demographics - Year Ending June 30, 2020 (Total = 0)	Outstanding
	Ethnicity Demographics - Year Ending June 30, 2020 (Total = 0)	Outstanding
	Gender Demographics - Year Ending June 30, 2020 (Total = 0)	Outstanding
	Household Annual Income Demographics - Year Ending June 30, 2020 (Total = 0)	Outstanding


3. Things to remember:




- You are asked to report on all individuals in the program, not just the clients United Way funds.
- The total number served in each demographic report must be the same as on the other demographics reports. If there are individuals for whom there is no data on one of the demographics reports, the number of individuals should be submitted as “unknown”.
- You must click ‘submit’ for each demographic for each program. Once you have clicked on ‘submit’, the status will change to Completed.
- A breakdown of the required demographics will be provided in a separate document, and/or is available upon request.

BOARD MEMBER LIST: Please **DO NOT** upload an attachment of your board list into the 'Documents' tab. See the instructions below on how to update your board list.

1. Once logged in to Andar, click on Current Board Members.



2. Next you will see what our system currently recognizes as your board list. After reviewing this list, make any changes that are necessary to have an updated list by following the below instructions.
3. Click on the edit icon  to **expire board** membership and/or **change the individual's title**. Title is where you will identify Board Chair, Vice-President, Treasurer, Secretary, etc. Click 'Update' to save your changes. If you are unsure of an expiration date, please use your best judgement. Please avoid deleting (x) a relationship

Name	Title	
Bennett, Ms. Katherine Mahoney	Education Officer	 
Drinnin, Ms. Erin	Health Officer	 
Kanne, Ms. Jody A.	Community Impact Administrative Specialist	 
Klinkhammer, Ms. Jennifer Lynn	Investment Manager	 
Miller, Ms. Renee L.	Chief Community Impact Officer	 
Rich, Ms. Michelle E.	Income Officer	 

4. To add board members, email the new individuals' first name, last name, and contact information to Jennifer Klinkhammer at jennifer.klinkhammer@unitedwaydm.org.

Update information for Board Member:


Klinkhammer, Ms. Jennifer Lynn

Affiliation - Information

Effective Date: 11/01/2018 

Expiry Date: 

Title: Investment Manager

 Update
 Cancel