

S.A.M. Important Information & How to Access SAMTrack.v4

It is imperative that we document accurate information in our reporting. Our numbers are important to the successful receipt of federal monies to support our program, therefore the information that we submit must be accurate!

Reports must be submitted monthly by the S.A.M. Temple Director via SAMTrack at www.aeaonms.org even if there was no activity.

Nobles – Reports are due by the last day of each month

1. Visit the Nobles website at www.aeaonms.org
2. Click “Links”
3. The link to the SAMTrack.v4 Reporting System and instructions are located here

SAMTrack.v4 Reporting Form – How to Use it

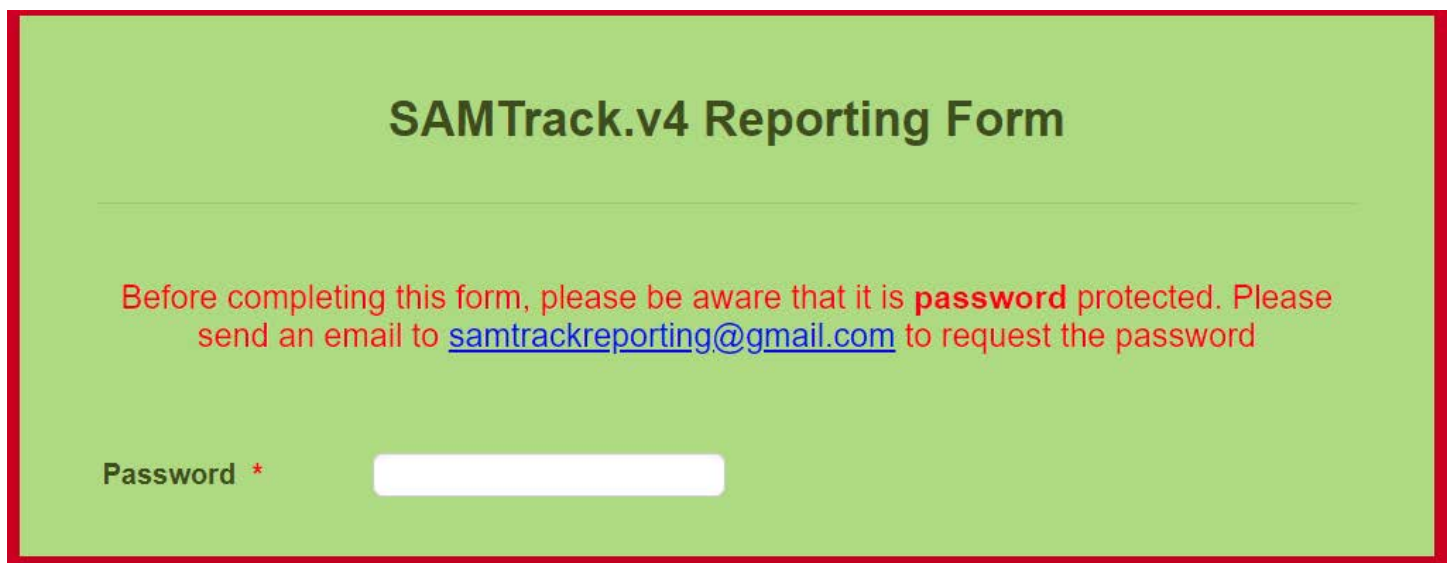
All fields followed by a red asterisk (*) indicates that the field is required. Even if there is no activity in a particular month, a report should still be submitted to remain in compliance. “N/A” or “no activity” without a detailed explanation is unacceptable.

This is an updated form! You will need delete any previously saved versions and hit CTRL & F5 to refresh your browser!

Below are screenshots of the form that provide a brief definition of each section of the form.

Login Page

The form is password protected. If you have not received the password from your Coalition Director, please send an email to: samtrackreporting@gmail.com.



SAMTrack.v4 Reporting Form

Before completing this form, please be aware that it is **password** protected. Please send an email to samtrackreporting@gmail.com to request the password

Password *

Coalition/ Desert/ Temple Information

1. Temples are separated into Coalitions. If you are unsure as to what Coalition you are located in, please contact your Coalition Director. A list of Coalitions is located on the last page of this document. Find your respective Coalition and select it. *For this demo, Deep South Coalition I was selected.*

Select S.A.M. Coalition

Deep South Coalition Deserts *

Mid-Atlantic Coalition Deserts *

Mid-Western Coalition Deserts *

North Eastern Coalition Deserts *

Western Coalition Deserts *

2. Select your Desert. A drop down list will display all of the Deserts under that Coalition. *For this demo, the Deep South I was selected.*

Select S.A.M. Coalition

Deep South Coalition Deserts *

Alabama

3. The next drop down list will prompt you to select your Temple. *For this demo, the Desert of Alabama was selected.* The next drop down list will prompt you to select your Temple Name & Number. *For this demo, the Al Azhar Temple #195 was selected.*

Select S.A.M. Coalition

Deep South Coalition Deserts *

Alabama ▼

Select Temple

Alabama Temples *

Al Azhar Temple #195 ▼

4. The remaining parts of the form can now be viewed.

Temple Contact Information

We have relocated the Temple Contact (Temple Chairperson) information to the top of the form for ease of use. Be sure to completely fill out this information and provide a valid email and phone number:

Temple Contact Information

S.A.M Temple Director Name *

First Name

Last Name

S.A.M Temple Director E-mail *

ex: myname@example.com
example@example.com

S.A.M Temple Director Phone Number *

Area Code

Phone Number

Next, provide pertinent details about your activities

Project/ Event Detail

5. Click on the calendar icon and select the start and end date of the activity

Project/ Event Details

Start Date of Project/ Event

 mm-dd-yyyy
Date

End Date of Project/ Event

 mm-dd-yyyy
Date

No Activity to Report
☐ If selected, please explain below

Explanation of no activity *

No Activity

When the “no activity” box is selected, you are required to enter a detailed description as to why there was no activity for a given month or timeframe. By selecting this box, the remainder of the form blanks out and you are only required to complete the contact information section of the form and submit it.

- ***Audit point – if there is no activity submitted for 90 days, a report will be sent to the Coalition Director that your Temple falls under. She will then contact your Deputy for the Desert and or Deputy for the Oasis to review the report to assess if a Temple may need assistance or have questions.***

Mentoring Activity - Participation

6. New section

- You are now required to provide the name of all Nobles that participated in the mentoring activity. ***DO NOT enter names of youth or Daughters***

Participation

Names of Participating Mentors - Nobles ONLY *

DO NOT Enter Names of youth or Daughters

7. Enter the Number of Participating Mentors
8. Enter the Number of Participating Mentees
9. Select the Age Range (multiple age ranges may be selected)
10. Enter Number of total hours spent with your Mentees
11. The total number of In-Kind Service hours will auto-populate the calculation. You cannot enter data into this field

Total # of Participating Mentors: *

ex: 23

Total # of Participating Mentees *

ex: 23

Total # of Hours Spent with Mentees *

ex: 23

Age Range of Mentees: *

- ☐ 7 - 10 years old
☐ 11 - 13 years old
☐ 14 -18 years old

Total # of Hours (In-Kind Service for Project/ Event

0

This field will auto-populate the ACTUAL In-Kind Service Hours

- ***Audit Point – Do no pad your information! Including but not limited to number of mentors to mentees or the total hours spent mentoring. Temples will be audited at random monthly.***

Mentoring Activity cont.

12. Select if the project/ event was a joint Temple/ Temple project/event.

13. Select if the project/ event was a collaboration with a non-masonic organization? For example: Boy Scouts, 4-H, Junior Achievement, local Fire or Police Dept., etc.

Was this a joint Temple/ Court project/ event?: *

☐ Yes ☐ No

Was this a collaborative project/ event with a non-masonic organization?: *

☐ Yes ☐ No

14. If Yes is selected for the previous question, document the name of the organization.

Name of Organization *

Example: Boy Scouts, YMCA, elementary school, library, etc.

15. Enter a description of the project or event.

Brief description of project/ event *

0/300

16. Enter how your mentoring efforts assisted the youth that you mentored.

What was the outcome of your mentoring efforts?: *

0/300

Educational Goals

The U.S. Department of Education requires this information when selecting organizations to fund. Tutoring, volunteering in a school, anything that can enhance a young person's education is acceptable. However, documentation is required in the event it is requested by the U.S. Dept. of Ed. It is understood that this information is not always applicable to every mentoring project/ event; if it does not apply, select N/A.

Educational Goals

Did your Temple mentoring efforts assist in increasing G.P.A. of your Mentee(s)?: *

☐ N/A ☐ Yes ☐ No

How did the mentoring efforts support the Mentee(s) in increasing their G.P.A?: *

0/300

Did your Temple mentoring efforts assist in reducing the high school drop out rate?: *

☐ N/A ☐ Yes ☐ No

How did the mentoring efforts support the Mentee(s) in reaching their educational goals?: *

0/300

Educational Goals cont.

1. Select "N/A" if the project/ event did not have an effect on the G.P.A of your Mentee(s)
2. Select Yes if there was an increase in your Mentee(s) G.P.A. and provide a description as to how mentoring assisted the Mentee(s) increase their G.P.A.
3. Select No if your mentoring efforts did not assist your Mentee(s) in increasing their G.P.A.
4. The same instructions listed above applies to the following section:

Feedback

5. How can the S.A.M. Mentoring Program assist your Temple in your mentoring efforts?

Feedback

How can the S.A.M. Mentoring Program assist your Temple in your mentoring efforts?: *

0/300

Additional Contact Information

1. Enter the contact information for the following individuals*:
 - ✓ S.A.M. Desert Director
 - ✓ Deputy of the Desert

Additional Contact Information

If your Desert does not have an assigned S.A.M. Desert Director, please select this option:

☐ No Desert Director Assigned

DESERT - S.A.M. Director *

First Name Last Name

DESERT - S.A.M. Director E-mail *

example@example.com

DESERT - S.A.M. Director Phone Number *

-

Area Code Phone Number

Deputy of the Desert: *

First Name Last Name

Deputy of the Desert E-mail *

example@example.com

Deputy of the Desert Phone Number *

-

Area Code Phone Number

2. You will automatically receive an email as confirmation of your report submission; be sure to print a copy of the report and present it to your Illustrious Potentate and Deputy of the Oasis.

Submitting and Printing the form

3. Once you have completed the form and there are no red flags showing, be sure to click “submit” and the form will be submitted into SAMTrack.v4.

Please be sure to print a copy or forward your report via email to your Illustrious Potentate and the Deputy of the Oasis.

Audit Process

As previously stated, accuracy in reporting is key, and over the years there have been discrepancies documented and submitted. In 2019, it is our goal to improve the quality of our data by implementing an audit process. Please be advised that random of audits of submitted reports will be conducted monthly. Below is a short list of audit points that may make your Temple subject to audit:

REPORT AUDITING

1. Number of Mentors reported – **If your Temple's number of Mentors reported do not match the background list with Imperial.**
2. Number of Mentees – **Excessively high numbers of girls mentored that do not match the number of Mentors involved.**
3. Hours submitted – **Please, do not pad your hours. Remember, the calculation is:**

#of Mentors x # of Mentees x # of hours spent mentees = Total In-Kind Service Hours
(SAMTrack calculates the total for you)
4. No activity – **Any Temple that submits a report stating “no activity” for a 90 consecutive days is subject to audit and being listed on a report to the Deputy for the Desert. While it is not a requirement to have activities every month, meeting with your mentees individually or in a group is still considered activity**
5. Zero reports submitted – **If a Temple has never submitted a report, the Deputy for the Desert will receive a report and requested to contact the Illustrious Potentate for those Temples that are not in compliance**

2019 Imperial S.A.M. Directory

IMPERIAL DIRECTOR

Noble Edward W. Barlow, JR, #229

804-926-3951 (c)

eddiebarlow@ufs.comcastbiz.net

Deputy Imperial Chief Director

Noble H. Jerome Glover, PP #195

SAMTrack Administrator – S.A.M.

hjeromeglover@yahoo.com

Please send requests for S.A.M. Program Information to the Deputy Imperial Coalition Director assigned to your Coalition/ Desert.

Reporting questions? Please contact:
samtrackreporting@gmail.com

Deep South Coalition

Noble Felix B. Griggs, #54

Noble Daniel Lewis, #42

Mid-Atlantic

Noble Edwin Buckner, #10

Mid-Western Coalition

Noble Bennie F. Flowers, #34

Noble Llod Coward, #230

North Eastern Coalition

Noble Carleton Duane Holman, #1

Noble Anthony Hurd, #187

Western Coalition

Noble Tyrone Horn, #179

Noble Ronald McMiller, #12