

## **How to Complete the RAWCS Online Project Manager Report**

All Project Managers & Deputy Project Managers are sent an email in mid- January and mid-July that contains a live link to their Report.

**NOTE – You should SAVE any changes you make to the report often.** At any time, you can click on the **SAVE** button and the changes entered will be retained. You can log off and come back later, click on the link in the email and your report will appear for you to add to or complete. You cannot submit until all TABS have been completed.

**The website will time out after 30 minutes and you will lose any changes if you have not saved. You can only enter details by opening the link sent in the email. You cannot do it on the website.**

Remember you are reporting for a six-month period of your projects operation as stated in the email. **There are six TABs or pages to complete.**

### **PROJECT**

You cannot change any of the detail on this page. If you believe that the Project Manager, Deputy Project Manager, the Project Name or the Project Description need to be amended then you must get the Project Manager to email the RAWCS National Projects Manager with details of the requested changes with the authorisation of the sponsoring Rotary Club.

**You can mark the project as “Completed”** if the project has no funds in your RAWCS account, and you wish to mark it as completed. You **MUST** enter a date of completion within this six-month period of reporting. When you mark a project as completed an automated email will be sent to the RAWCS National Office. **If you mark your project completed it will turn off the online donation facility and you will no longer be able to register Teams of RAWCS volunteers for your project.**

### **CLUBS/ORGANISATIONS**

These are listed so that your own Club receives a copy of this Report when you submit.

**YOU MUST insert your President and Secretary’s email address here or the report will not submit.**

If you do not know the email addresses they are available to you on the Rotary International, MyRotary website - <https://www.rotary.org/myrotary/en> . You will need to register to use the site if you are not already registered. Look for the email addresses in the **RI Official Directory** under Learning and Reference.

You can also inform the organisation or Rotary Club in the country overseas where your project operates if you so wish. If you do not wish to inform them then delete the line by clicking on the red cross. Any entry that does not have an email address will stop the report being submitted.

## FINANCIAL

This Tab has automatically inserted into the report under “Summary” for you:

- **Balance of the your RAWCS account at the start of the report period**
- **Total of all donations received by the RAWCS Online Donation facility (with any 3% service fee deducted) during this report period.**
- **Balance of your account at the end of the report period available to be authorised to spend on the Project.**
- **Expenditure** – Each transaction that you have authorised to spend on the project with the RAWCS Secretariat is displayed here. **You must enter a brief explanation of what the funds were spent on or the report will not submit.**

For all Overseas Aid Fund Projects this explanation must be for sustainable development aid to meet DFAT and our auditor’s criteria. **PLEASE NOTE THAT THE “PURPOSE” YOU RECORD FOR THE EXPENDITURE MUST BE FOR SUSTAINABLE DEVELOPMENT AID AND NOT WELFARE.**

THE AUDITORS OF THE RAWCS LTD. ACCOUNTS HAVE EXPRESSLY REQUESTED THIS TO BE INCLUDED AND COULD REQUIRE PROJECT MANAGERS TO FURTHER VERIFY TRANSACTIONS WHEN DOING THEIR AUDIT EACH YEAR.

## TEAMS

**(You cannot change what is displayed here)** All teams registered with the online RAWCS Volunteer facility for the report period are displayed here. The value is a total for the Team that is calculated by the program and your Regional Volunteer Coordinator. It is the estimated amount spent by each volunteer on airfares, accommodation and food plus an estimate of the value of the work given by the efforts of each volunteer.

## REPORTS

**You must either enter a nil report or information in each of these before this Report can be submitted. It will not be very often that these will need to be filled out but by indicating a nil report we know that no liability issues or mandatory reporting issues have to be dealt with for this project for this report period.**

1. Occupational Health & Safety Issues
2. Incident/Accident Reports
3. Insurance Claims
4. Child Protection or vulnerable Person Issues
5. Counter Terrorism Issues

## **CONCLUSIONS/RECOMMENDATIONS**

Please briefly enlarge on what has occurred for your project during this reporting period. You may briefly report on any volunteer teams not registered with RAWCS. You can briefly include what the future holds for your project. **NO PHOTOS** please or the report may not be accepted when you try to SUBMIT.

## **BUTTONS AT BOTTOM OF PAGE:**

### **SAVE**

**Please save your entered information regularly because the website may timeout and you may have to enter it again.**

### **PRINT**

**Print** or save a copy for your own records as you will not be sent one.

### **SUBMIT**

A page will appear asking if you are satisfied with your report, telling you once it is submitted it cannot be changed and listing all the addressees the report will be sent to. All other addressees should receive their copy by email and a copy is placed on the project file.

**DO NOT LEAVE THE PAGE UNTIL THE REPORT HAS FINISHED SUBMITTING.**

An info box will appear when the submit is complete, stating that the report was submitted successfully and how many emails have been sent to the recipients.

**NOTE – You can only enter detail in the report from the link in the email. You cannot do it from the website.**