

# **D.I.M.E. Important Information & How to Access SAMTrack.v3**

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 D.I.M.E. Court Directress via SAMTrack at [www.doipha.org](http://www.doipha.org) even if there was no activity.

## **Daughters – Reports are due by: The last day of each month**

1. Visit the Daughters website at [www.doipha.org](http://www.doipha.org)
2. Click “Links”
3. The link to the SAMTrack.v3 Reporting System and instructions are located here

## **TROUBLE SHOOTING**

1. If SAMTrack.v3 does not load properly, simply refer to your keyboard and select F5.
2. Issues with SAMTrack.v3 should be sent to [dimereporting@gmail.com](mailto:dimereporting@gmail.com)
3. It is also recommended that you routinely clear the cache and cookies on your computer or mobile device.
4. If the abovementioned processes do not allow access to the form, switch browsers. SAMTrack.v3 works better on Chrome or Fire Fox.
5. Once reports are submitted an automatic email will be sent to your email address. If it is not received within 48 hours, please send an email to [dimereporting@gmail.com](mailto:dimereporting@gmail.com)

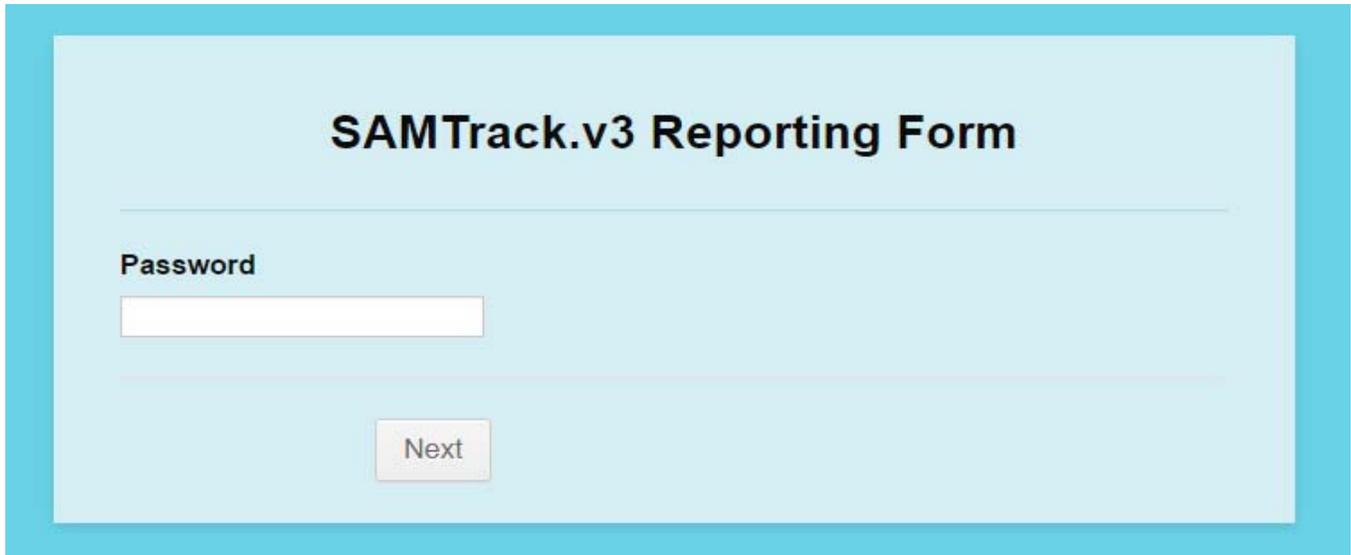
## **SAMTrack.v3 Reporting Form – How to Use it**

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.

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

**The form is password protected and as a security measure, you must contact your Deputy Imperial Region Directress listed at the end of this document to receive it. If you have not received the password within 48 hours, please send an email to [dimereporting@gmail.com](mailto:dimereporting@gmail.com)**

## Login Page



The screenshot shows a light blue rectangular form with a darker blue border. At the top center, the text "SAMTrack.v3 Reporting Form" is displayed in a bold, black font. Below this title, there is a horizontal line. Underneath the line, the word "Password" is written in a standard black font. Below "Password" is a white rectangular input field. Another horizontal line is positioned below the input field. At the bottom center of the form, there is a light blue button with the word "Next" written on it in a darker blue font.

## Region/ Desert/ Court Information

1. Courts are separated into Regions. If you are unsure as to what Region you are located in, please Region Directress. A list of Regions is located on the last page of this document. Find your respective region and select it. *For this demo, Deep South Region I was selected.*
2. The next drop down list will allow you to select your Desert. *For this demo, the Desert of Alabama was selected.*
3. The last drop down list will prompt you to select your Court Name & Number. *For this demo, Khedive Court # 46 was selected.*
4. The remaining parts of the form can now be viewed.



The screenshot shows a light blue rectangular form with a darker blue border. At the top center, the text "D.I.M.E. Court Report" is displayed in a bold, black font. Below this title, there is a horizontal line. Underneath the line, the text "Select Region \*" is written in a standard black font. Below this text is a white dropdown menu with "Deep South I -Deserts" selected and a downward arrow. Below the dropdown menu, there are two more dropdown menus. The first is labeled "Deep South Region I Deserts \*" and has "Alabama" selected. The second is labeled "Alabama Courts \*" and has "Khedive Court # 46" selected.

## Project/ Event Detail

Start Date of Project/ Event \*

-  -  

Month

May 2017

« < Today > »

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

No Activi

If selec

End Date of Project/ Event \*

-  -  

Month

Day

Year

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

## No Activity

### Project/ Event Details

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**Start Date of Project/ Event \***

04 - 24 - 2017 

Month Day Year

**End Date of Project/ Event \***

04 - 24 - 2017 

Month Day Year

**No Activity to Report**

If selected, please explain below

**Explanation of no activity \***

0/300

**How can the D.I.M.E. Mentoring Initiative assist your Court in your mentoring efforts?: \***

0/300

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 Region Directress that your Court 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 Court may need assistance or have questions.*
6. Give us feedback: If you have none, you may state “none” or “n/a”. If you have feedback or request additional information, please let us know how we can assist your Court. Your Region Directress will be notified when requests are submitted.

## Mentoring Activity

7. Select the start and end date of the Project/ Event
8. If your Court hosted a D.I.M.E. project/ event, skip the No Activity check down and continue documenting your report.

## Project/ Event Details

Start Date of Project/ Event \*

04 - 24 - 2017   
Month Day Year

End Date of Project/ Event \*

04 - 24 - 2017   
Month Day Year

**No Activity to Report**

If selected, please explain below

**Total # of Participating Mentors: \***

5

**Total # of Participating Mentees \***

5

**Age Range of Mentees: \***

N/A

7 - 10 yrs old

11 - 13 yrs old

14 -18 yrs old

**Total # of Hours Spent with Mentees \***

2

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

50

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

9. Enter the Number of Participating Mentors
  10. Enter the Number of Participating Mentees
  11. Select the Age Range (multiple age ranges may be selected)
  12. Enter Number of total hours spent with your Mentees
  13. The total number of In-Kind Service hours will auto-populate the calculation. You cannot enter data into this field
- **Audit Point – Do not pad your information! Including but not limited to number of mentors to mentees or the total hours spent mentoring. Courts will be audited at random monthly.**

Mentoring Activity cont.

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

N/A  Yes  No

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

N/A  Yes  No

14. Select if the project/ event was a joint Court/ Temple project/event.

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

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

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

N/A  Yes  No

**Name of non-Masonic Organization**

Mickey Mouse Club

17. Enter a description of the project or event.

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

**Brief description of project/ event \***

0/300

**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 Court mentoring efforts assist in increasing the 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

If "No" is selected: Please explain below \*

0/300

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

N/A       Yes       No

How did the mentoring efforts encourage the Mentee(s) in reducing the drop out rate and reaching their educational goals?: \*

0/300

19. Select "N/A" if the project/ event did not have an effect on the G.P.A of your Mentee(s)

**Educational Goals cont.**

20. 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.

**Did your Court mentoring efforts assist is increasing the 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

21. Select No if your mentoring efforts did not assist your Mentee(s) in increasing their G.P.A.

**Did your Court mentoring efforts assist is increasing the G.P.A. of your Mentee(s)?:** \*

N/A       Yes       No

**If "No" is selected: Please explain below** \*

0/300

22. The same instructions listed above applies to the following section:

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

N/A       Yes       No

**How did the mentoring efforts encourage the Mentee(s) in reducing the drop out rate and reaching their educational goals?:** \*

0/300

**If "No" is selected: Please explain below** \*

0/300

## Contact Information

23. Enter the contact information for the following individuals\*:

- ✓ D.I.M.E. Court Directress
- ✓ D.I.M.E. Desert Directress \* - *Optional and not required. Not all Deserts have a D.I.M.E. Desert Directress.*
- ✓ Deputy for the Desert

### D.I.M.E. Contact Information

**D.I.M.E. Court Directress \***

<input type="text"/>	<input type="text"/>
First Name	Last Name

**D.I.M.E. Court Directress Email Address \***

**D.I.M.E. Court Directress: Phone Number \***

<input type="text"/>	-	<input type="text"/>
Area Code		Phone Number

**DESERT - D.I.M.E. Directress**

<input type="text"/>	<input type="text"/>
First Name	Last Name

**DESERT - D.I.M.E. Directress: Email Address**

**DESERT - D.I.M.E. Directress: Phone Number**

<input type="text"/>	-	<input type="text"/>
Area Code		Phone Number

24. Not all Deserts have a D.I.M.E. Desert Directress; Select the check box if your Desert does not have an individual assigned. The contact field will be hidden.

**If your Desert does not have an assigned Desert Directress, please select this option:**

- No Desert Directress Assigned

25. Enter the contact information for the Deputy for the Desert.

**Deputy for the Desert: \***

First Name

Last Name

**Deputy for the Desert: E-mail Address \***

**Deputy for the Desert: Phone Number \***

Area Code

Phone Number

26. 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 Commandress and Deputy for the Oasis.

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

### Submitting and Printing the form

27. 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.v3.

Submit

 Print Form

# Audit Process

As previously stated, accuracy in reporting is key, and over the years there have been discrepancies documented and submitted. In 2017, it is our goal to improve the quality of our data by implementing an audit process. Please be advised that random audits of submitted reports will be conducted monthly. Below is a short list of audit points that may make your Court subject to audit:

## REPORT AUDITING

1. Number of Mentors reported – **If your Court’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 Court 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 Court has never submitted a report, the Deputy for the Desert will receive a report and requested to contact the Illustrious Commandress for those Courts that are not in compliance**

# 2017 Imperial D.I.M.E. Directory

## IMPERIAL DIRECTRESS

Dt. Lawyanna M. “Shelly” Marshall, PC (65)  
4750 Belmont Place, Huber Heights, OH 45424  
(h)937-233-8037 (c)937-751-6023  
[doiyouthmentoring@gmail.com](mailto:doiyouthmentoring@gmail.com)

Please send requests for D.I.M.E. Program Information to the Deputy Imperial Region Directress assigned to your Region/ Desert.

Reporting questions - Please contact: [dimereporting@gmail.com](mailto:dimereporting@gmail.com)

### NORTH EASTERN REGION-\*23

Deputy Imperial Directress  
**Dt. Sondra Vance, PC (154)**  
[kia\\_vance@yahoo.com](mailto:kia_vance@yahoo.com)

Connecticut -2  
Massachusetts-2  
New Jersey-5  
New York-7/Canada-1  
Rhode Island-1  
Pennsylvania-5

### DEEP SOUTH REGION I-\*45

Deputy Imperial Directress  
**Dt. Crystal Banks, PC (76)**  
[crystalebanks@comcast.net](mailto:crystalebanks@comcast.net)

Alabama-6  
Florida-13  
Georgia-9  
Louisiana-6  
South Carolina-11  
Arkansas-1

### MID-ATLANTIC REGION-\*37

Deputy Imperial Directress  
**Dt. Brenda Bradford (2)**  
[nunbrad@verizon.net](mailto:nunbrad@verizon.net)

Delaware-2  
Washington, DC-2  
Maryland-5  
North Carolina-17  
Virginia-7  
Far East-3  
Korea-1

### DEEP SOUTH REGION II-\*33

Deputy Imperial Directress  
**Dt. Rhonda LeSane, PC (95)**  
[f.sane@sbcglobal.net](mailto:f.sane@sbcglobal.net)

Mississippi-8  
Oklahoma-4  
Tennessee-7  
Missouri-3  
Texas-11  
Bahamas-1/Virgin Islands-1

**MID-WESTERN REGION I\*19**

Deputy Imperial Directress

**Dt. Heather Henning, PC (65)**

[Hlhenn21@gmail.com](mailto:Hlhenn21@gmail.com)

Indiana-6

Kentucky-5

Minnesota-1

Nebraska-1

Illinois-6

**WESTERN REGION I\*15**

Interim Deputy Imperial Directress

**Dt. Tonya Cameron (46)**

[cameront384@gmail.com](mailto:cameront384@gmail.com)

California-8

Oregon-1

Washington State-2

Nevada-1

Hawaii-2

**SUPPORTER - Region I**

North Eastern

Mid-Western-I

Deep South-I

Western-I

**MID-WESTERN REGION II\*20**

Deputy Imperial Directress

**Dt. Felicia Pressley, PhD, PC (126)**

[fpressley@yahoo.com](mailto:fpressley@yahoo.com)

Ohio-9

Michigan-4

Kansas - 4

Wisconsin-1

Iowa-2

**WESTERN REGION II\*13**

Interim Deputy Imperial Directress

**Dt. Martha Palmer, PC (181)**

[martha.palmer@aamu.edu](mailto:martha.palmer@aamu.edu)

Alaska-1

Arizona-4

Colorado-2

Western Europe-4

New Mexico-1

**SUPPORTER - Region II**

Mid-Atlantic

Mid-Western-II

Deep South-II

Western-II