SERVICE OFFICERS
TRAINING NOTES

1. You will receive a flash drive which will include the long form, short form and stat sheet to be used when entering reports.
2. Heading on the Stat sheet should be filled out with the Service Category and correct dates.
3. Ex. May1, 2025-November 5, 2025 (Mid-year) May1,2025 to April 30, 2025)year end
4. When filling out spreadsheets **DO NOT** use the form space as it will cause problems with the formula.
5. When you receive a report please use your **RECEIVED** stamp and mark the report this will help you keep track and follow up with any problems or concerns.
6. Remind the auxiliaries that it is ok have more than one project on a report, but not too many as it can become confusing.
7. Ask auxiliaries to please report monthly as it can become overwhelming when you receive to many.
8. If an auxiliary writes a check to a charity that is not either Department or National. Have them attach a copy of the check.
9. If you need to reach out to an auxiliary please notate in red on report in question when you contacted them and what the issue is. You will also have notebook and a tracker to keep track of issues.
10. Reach out at mid-year to auxiliaries that have not reported and see if they need any help getting reports completed.
11. Do not forget we all have a deadline. Remind the auxiliaries in your hotline and floor report the importance of submitting their reports on time. **WE DO NOT ACCEPT REPORTS BY EMAIL. A DEADLINE IS A DEADLINE!**
12. When sending your reports to the NEC Woman, remember she has a deadline as well. If they are not received by the deadline, it will be your responsibility to make copies for the book at the SEC or Convention.

13. Reach out to your counterparts and share a spreadsheet with them It is a great tool for you all to be on the same page. Remind them to number their reports which will also hep you when contacting an auxiliary.
14. Any other questions, please reach out to the NEC woman.