

October 1, 2017

Dear Sister Link,

On behalf of the National Program Team, we bring greetings to all and thank you for your outstanding commitment to serving your community and your chapter.

As you are aware, the Service Delivery Model has been in place for nearly a decade. It is used to aid chapters in the planning, implementation, and evaluation of programs. We hope the Service Model has been a helpful tool in outlining the key elements of successful programming and that you will continue to use it when implementing and assessing your programs. This model will also be useful in filing your annual program report.

All chapters of The Links, Incorporated are required to complete an annual report. This report allows us to assess the effectiveness of our programs and to document the impact that these programs have had in our communities. As in past years, we will be utilizing our online program report system for this reporting period.

A step-by-step user guide has been created to assist you as you complete the report. For your convenience, a copy of this guide is included in this packet. It is also available for download on the program report website.

Please submit reports on your most outstanding program(s). **A maximum of three (3) reports may be submitted per chapter.** If a chapter chooses to submit three reports, at least one of these must be on a Signature Program or National Initiative. When completing the report, it is best to create/type your responses in a Word document first, and then copy and paste the content into the program report.

There are a few new features of the program report that we would like to make you aware of.

It is important to note that the chapter data sheet *must* be submitted before a program report can be submitted. The data sheet will only need to be completed once. If the chapter data sheet is not completed when submitting a program report, the system will not allow you to submit the report but it will save your information. The valuable information collected from these data sheets will enable us to market our programs, secure funding, and increase our visibility. It will also enrich our supporters' understanding of our mission and realize we are valuable partners in serving communities throughout the global community.

Please feel free to contact any member of the program team to discuss your program or provide assistance in completing your program report. We *sincerely thank you* for your dedicated commitment to serving your communities.

In friendship and service,

Joyce Hill Turnipseed

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Director, National Programs



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