

SSVP Members Portal

Statistics Report



<https://members.ssvp.ca/>

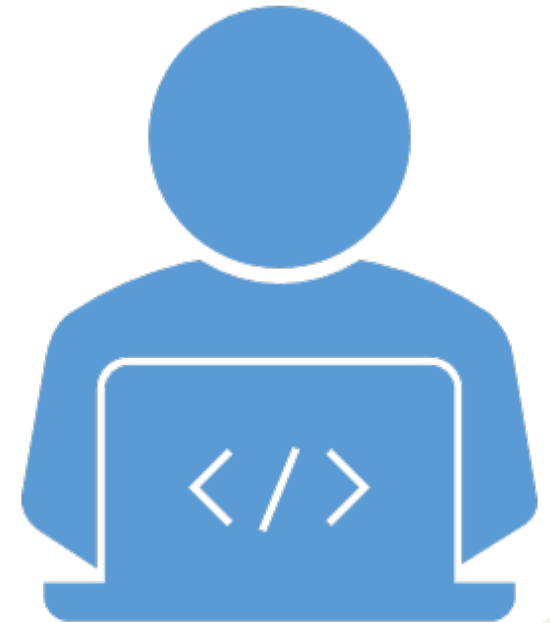
The Duties of Council Administrators

- Oversee annual statistics report completion.
- Provide support and training to Administrators under their jurisdiction.
- Check statistics reports from councils and conferences under their direct jurisdiction for integrity.
- Questions from councils and conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.



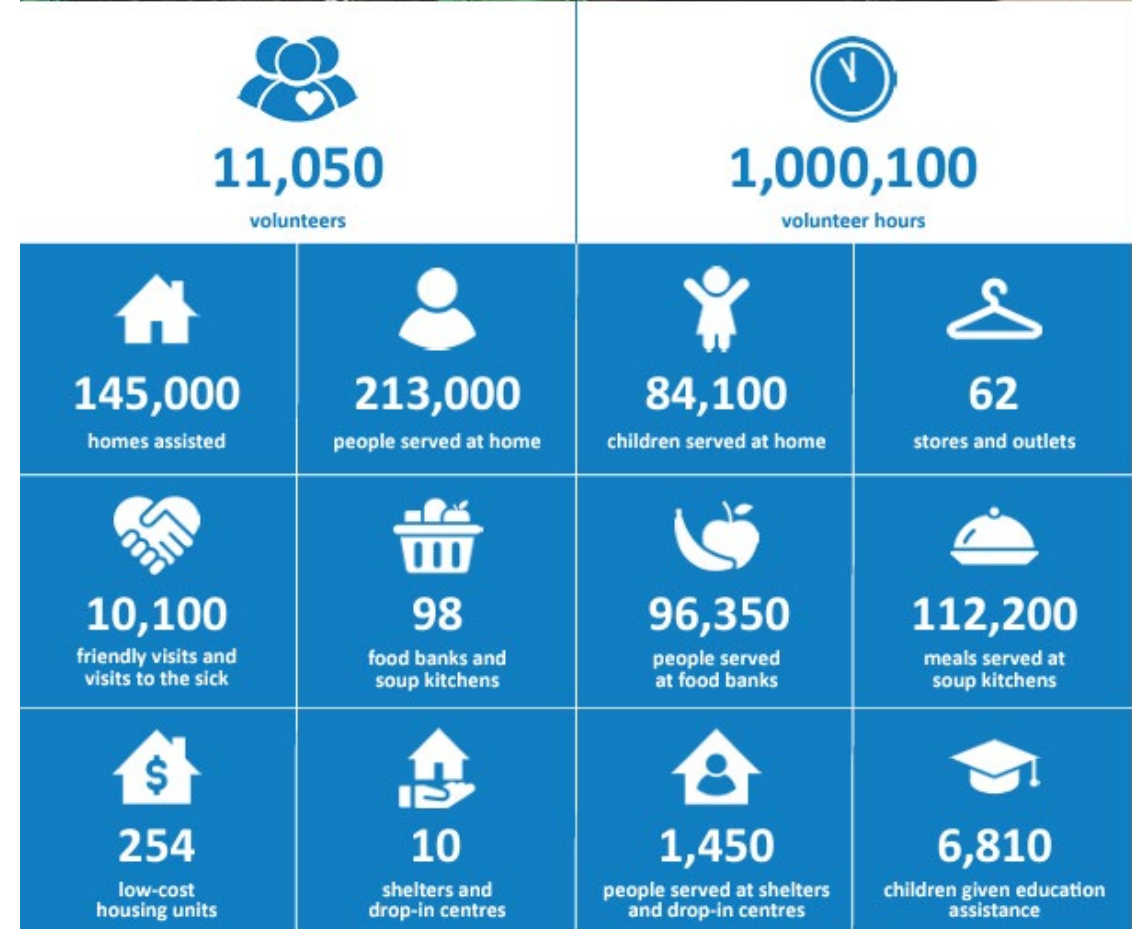
The Duties of Conference Administrators

- Contact their next higher administrator to ensure they received all relevant training.
- Complete annual financial and statistics reports
- Contact their next higher administrator when the reports are complete.
- Questions from conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.



Statistics Report

The information you record on this report is combined with conferences across Canada to come up with the total number of neighbours in need served.





DASHBOARD



Hi, Josee
profile
Log Out

- Dashboard
- Directory >
- Reports >
- Annual Reports >

- Need Help?
- Tech Support
- Tech Support Admin

Welcome to the Members Portal!

Administrators, what are you looking to accomplish today?

- Find a conference, council or member in the directory
- Add administrators and members to the database
- Update my conference or council's information
- Councils: verify list of all reporting councils and conferences
- Enter data in Annual Reports

For questions related to the Members Portal, please refer to the FAQ section at the bottom of the Members Portal information webpage.

<https://ssvp.ca/members/portal/>

If your question is not covered in the FAQ, please contact you next higher Council Administrator.

The Society of Saint Vincent de Paul requires its members to observe the highest level of confidentiality with respect to information about its members and users.

As an SSVP portal user, you share in the responsibility of safeguarding confidential information stored on the members portal. This information may include, but is not limited to, personal contact information (email, telephone, address) and other personal information about members stored in

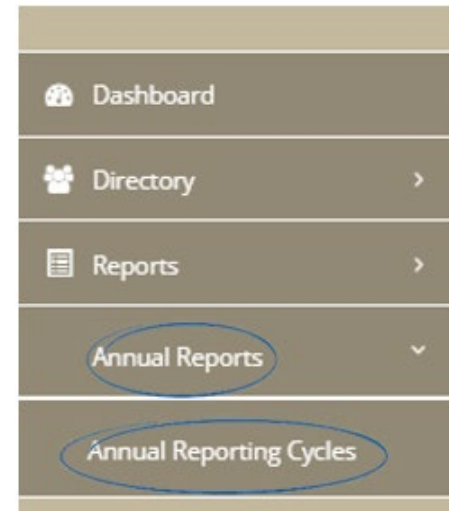
My Contacts View All

My Groups

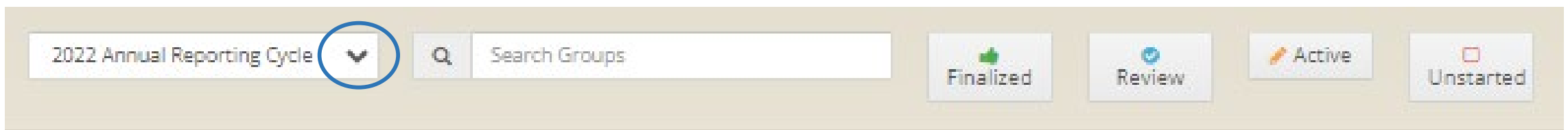
National Council Office

Access online Annual Reports

- Click on ***Annual Reports*** in the navigation panel.
- Click on ***Annual Reporting Cycle***.



Click on the reporting cycle drop down box to display the reporting cycle you want to view or edit.



Find a conference or council

Enter a key word from the conference or council name, choices will appear, click on the correct name.

The screenshot shows a web application interface for 'ANNUAL REPORTING CYCLES'. At the top right, there is a search bar with the placeholder text 'Search groups, members, and leaders...'. Below the search bar, a dropdown menu is open, displaying search results for the keyword 'ottawa'. The first result, 'OTTAWA CENTRAL COUNCIL, OTTAWA', is highlighted with a blue oval. Other results include 'CONSEIL PARTICULIER ST- PAUL, OTTAWA', 'ROSALIE RENDU PARTICILAR COUNCIL, O...', 'CONFÉRENCE TRINITE, OTTAWA', and 'SAINT-FRANÇOIS-D'ASSISE CONFERENCE, ...'. The background interface includes a '2022 Annual Reporting Cycle' dropdown, a 'Reporting Status' button, and a list of report types: 'Financial', 'Consolidated', and 'Tabular report'. There is also a '+ Add Store Report' button.

Choose Financial or Statistics Report

To open the report, click on the Financial or Statistics link under the conference or council name.



Statistics Report –This report includes non-monetary activities such as # of home visits and neighbors helped. It also includes some of the numbers from the financial report and can also include any non-monetary activity of the conference (e.g. the value of donated goods received).

Financial Report –The financial information contained in this report should be the same as the information reported on the T3010 that is submitted to the CRA.

Membership

A

| MEMBERSHIP | | |
|------------|---|--------------------------------|
| 001 | <p>i Active adult full members in the conference/council (ages 36 yrs. & above): Councils: Enter number of members in your council only, do not include members already accounted for in reporting conferences/councils.</p> | <input type="text" value="0"/> |
| 002 | <p>i Young adult members (aged 19 yrs. to 35 yrs.): Councils: Enter number of members in your council only, do not include members already accounted for in reporting conferences/councils.</p> | <input type="text" value="0"/> |
| 003 | <p>i Youth members (aged 12 to 18 yrs.): Councils: Enter number of members in your council only, do not include members already accounted for in reporting conferences/councils.</p> | <input type="text" value="0"/> |
| 004 | <p>i Auxiliary members and casual helpers: Councils: Enter number of members in your council only, do not include members already accounted for in reporting conferences/councils.</p> | <input type="text" value="0"/> |
| 005 | <p>i Total number of members: (Add lines 001,002 and 003)</p> | <input type="text" value="0"/> |
| 006 | <p>i Spiritual advisor: (Should not be included in total number of members, line 005) Councils: Enter number of spiritual Adv. in your council only, do not include spiritual adv. from reporting conferences/councils.</p> | <input type="text" value="0"/> |

Volunteer Hours

VOLUNTEER HOURS

007

 Number of volunteer hours (visits, meetings, fundraising, etc.)

Enter the total number of estimated volunteer hours.










In some conferences the Treasurer calculates this number and in others it is the Secretary or President.

It is not necessary to do detailed tracking to arrive at this number or spend a lot of time on it a rough estimate is sufficient .

- One method is to ask each member to estimate their hours for all activities.
- Another method is to ask them to estimate their hours over and above regular meetings and programs. For example, you would use an average # of attendees multiplied by the number of meetings, hours on programs, etc. and add that to any individual reported hours over and above that.

Home visitations and Personal Contact Activities

HOME VISITATIONS AND PERSONAL CONTACT ACTIVITIES

| | | |
|-----|---|--------------------------------|
| 010 |  Number of homes/households visited: | <input type="text" value="0"/> |
| 011 |  Number of homes/households assisted other than by home visits: | <input type="text" value="0"/> |
| 012 |  Number of homeless individuals/families assisted: | <input type="text" value="0"/> |
| 013 |  Number of times the homes/households or homeless individuals/families were helped: | <input type="text" value="0"/> |
| 014 |  Number of adults served on line 010, 011 and 012: | <input type="text" value="0"/> |
| 015 |  Number of children served on line 010, 011 and 012: | <input type="text" value="0"/> |
| 016 |  Value (estimate) of food aid given to people in need: | <input type="text" value="0"/> |
| 017 |  Value of merchandise and goods given in charity, as well as services rendered (bus tickets, hydro bill payment, etc.): | <input type="text" value="0"/> |
| 018 | Total value of assistance provided (line 016 + line 017): | <input type="text" value="0"/> |
| 019 |  Number of visits to the sick and friendly contacts (hospitals, homes for the aged, telephone): | <input type="text" value="0"/> |

What is required :

Each council and conference is required to complete annual reporting that is consolidated with all conferences and councils across Canada.

The information gathered is important for the National Council's report to several areas including the SSVP International Council General, donors, church authorities and all members of the society.


Who is responsible:


The Administrator is responsible for completing the reporting.

The President is responsible for ensuring information is accurate and complete.

Save and Print the Report

Before closing the report, click on either **Save for later** or **Save for review**.

Save for later: Save the entered information and the icon  will indicate that the report is can be edited until it is finalized.

Save for review: Save the entered information and the icon  will indicate that the report is completed and is ready to be reviewed by the next higher council.

Print Report

Click on **Print** to print or save as PDF.

In the Destination field, choose the printer or Save as PDF.

| REASONABLE RESERVE REPORT | | |
|------------------------------------|--|---------------------------------|
| 2050 | i Liquidity (Add lines 2030 and 2031) | \$ 0 |
| 2051 | i Total expenses for the last year (line 2015) | \$ 0 |
| 2052 | i Planned increase in expenses (25% of line 2015) | \$ 0 |
| 2053 | Additional expenses planned for next year: Description of the projects: Subtotal: Additional expenses planned for next year | |
| | | \$ 0 |
| 2054 | i Total planned spending (Add lines 2051, 2052 and 2053) | \$ 0 |
| 2055 | i Surplus to share (line 2050 minus 2054). Any surplus must be shared with the next higher council which will distribute it to the less fortunate conferences associated to the council and to higher level councils. | \$ 0 |
| Approved on behalf of the members: | | |
| Signature | | Signature |
| Name and title in block letters | | Name and title in block letters |
| Date | | Date |



Print 3 pages

Destination Save as PDF ▼

Pages All ▼

Layout Portrait ▼

Extra fields are added to the printed or PDF document. The president and treasurer can sign the printed copy of the report.



FAQ

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Demo

<https://members.ssvp.ca/Dashboard>

Questions

