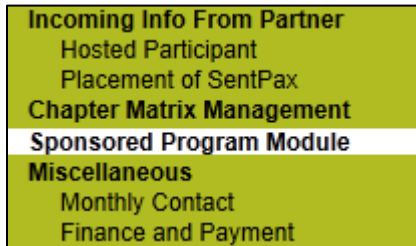


# How to report Enrichment Activities in the Global Link Sponsored Programs Module

## 10 easy steps

1. Begin by Logging into Global Link
2. Select the Sponsored Programs Module title from the left hand menu:



3. You will see the home page of the SP module. To start a new activity report, click the **blue New** button on the right. (In the future, after you have submitted a few reports, you will automatically see these past reports each time you come into this module, enabling you to track your year’s enrichment activity progress.)

**Sponsored Program Module**

Enrichment Activities

School Year: All | Activity Ref.: | Activity Name: | Activity Theme: All | Activity Status: All

Start Date: | End Date: | Main Organization: Missouri Gateway Area Team | Max Result: 50

**Search** **New**

Record(s) found: 2

No.	School Year	Activity Ref.	Activity Name	Activity Theme	Attendees (Vol., Pax.)	Status	Start Date	End Date	Main Organization
1	2011-12	11-00006	Introduction to curriculum	Other	( 2 , 4 )	Open	2011-08-26	2011-08-26	Missouri Gateway Area Team
2	2011-12	11-00008	Visit to State Capitol & Supreme Ct.	Government	( 3 , 8 )	Open	2011-09-14	2011-09-14	Missouri Gateway Area Team

4. You will then see a new page for your activity report. Fill out the required boxes as noted by the **red \***

**Enrichment Activity: Detail**

School Year \* | Activity Ref. | Activity Name \* | Activity Theme \*

Activity Status: Open | Start Date \* | End Date \*

Main Organization \* | Total Volunteer Hours \*

Activity Description

Learning Objectives (lesson plan) \* | What is the Experience? \* | Reflection (What did the students see, hear, feel, and learn) \*

Generalization (Have the students experienced something like this before?) \* | Application (What skills have the students learned that can be applied in future activities and as alumni when they return home?) \*

**Save** **Delete** **Cancel**

5. Select from drop down menu for the **School Year**, **Activity Theme** accordingly. The **Activity Ref** will auto fill.

Write in the **Activity Name** - whatever you decide. Choose your **Start Date**, and **End Date**.

Your **Main Organization** should be your Area Team name, unless you are an **Unaffiliated Chapter**

Write in **Total Volunteer hours** spent on planning and executing this activity.

Describe the event in the **Activity Description** box. This is also a required box.

Fill in each remaining box with feedback from vols and students in attendance of the activity.

See sample below;

**Enrichment Activity: Detail**

School Year *	Activity Ref.	Activity Name *	Activity Theme *
2011-12	11-00008	Visit to State Capitol & Supreme Ct	Government
Activity Status	Start Date *	End Date *	
Open	September 14, 2011	September 14, 2011	
Main Organization *	Total Volunteer Hours *	Activity Description	
Missouri Gateway Area Team	41	Observe VETO session of Legislature; tour state Capitol; meet with Senators & Delegates; Meet w/ Supreme Court Justice...	
Learning Objectives (lesson plan) *	What is the Experience? *	Reflection (What did the students see, hear, feel, and learn) *	
Develop an appreciation for the messiness & seeming chaos of democracy in action;	Observe legislative process first hand w/ explanations from the Senator & Delegate; Meet Supreme Court Judge and discuss working of Justice System w/ first hand Q & A	Students reported being surprised to see and talk with a woman who is a Supreme Court Judge.	
Generalization (Have the students experienced something like this before?) *	Application (What skills have the students learned that can be applied in future activities and as alumni when they return home?) *		
Most report they have not.	People can disagree politely and still continue to work toward their own beliefs. Despite strong disagreement, members of the House of Delegates were respectful to one another.		
			<b>Save</b> <b>Delete</b> <b>Cancel</b>

6. Once completed, click the **blue Save** button at the right.

As soon as you click save, an **Add Attendee(s)** button will appear above the **Volunteer(s)** bar

7. Click this **Add Attendee(s)** button.

**Volunteer(s)** Add Attendee(s)

There is no volunteers assigned.

You will see an **Add Attendee(s)** screen. There will be a Record(s) found bar containing your Cluster member information according to your Area Team (Main Organization).

8. Click on the blue **SELECT** word on the right end of that info bar.

**Add Attendee(s)**

Clusters

School Year: 2011-12  
 Cluster Ref.:  
 Cluster Name:  
 Cluster Status: Open

Start Date:  
 End Date:  
 Main Organization: Missouri Gateway Area Team  
 Max Result: 50

Search New Cancel

Record(s) found: 1

No.	School Year	Ref.	Cluster Name	Members	Status	Start Date	End Date	Main Organization	Description	
1	2011-12	11-00041	Missouri Gateway Area Team	12	Open	2011-08-30	2012-06-30	Missouri Gateway Area Team		Select

You will then see the **Select Person From Cluster** screen. All Cluster Coordinators, Cluster Volunteers and Sponsored Program Students placed in your Area Team (Main Organization) will appear.

9. Select the volunteers and students who participated in your reported activity by clicking on the box to the left of each name.

10. Click the blue **Add Selection** button at the lower right.

**Select Person From Cluster**

<input type="checkbox"/>	No.	Members Role	IOC Code	Service Ref.	Participant Name	Program Code	Main Organization	State
<input type="checkbox"/>	1	Volunteer	USA	10-11475	Angela Harmann	N/A	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	2	Volunteer	USA	11-00341	James Butler	N/A	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	3	Volunteer	USA	V-F05001051	Sarah Yancey		Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	4	Volunteer	USA	V-F20283872	Gayle Hulsebus		Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	5	Participant	GER	1605487	Carolyn Sack	YPcbNH11	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	6	Participant	IRA	11-00002	Hadi Katish	YPysNH11	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	7	Participant	KEN	11-00003	Gloryann Sankei	YPysNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	8	Participant	KYG	11-00001	Aseel Dildebaeva	YPfxNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	9	Participant	PHI	11-00066	Tohami Gumander	YPysNH11	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	10	Participant	PKS	2011-060-0112	Maryam Khan	YPysNH11	Missouri Gateway Area Team	
<input checked="" type="checkbox"/>	11	Participant	UKR	11-00014	Kateryna Lukashevych	YPfxNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	12	Participant	YMN	2011-065-0030	Selwan Al-Kebisi	YPysNH11	Missouri Gateway Area Team	

Add Selection Cancel

The system will refresh, and take you back to the **Enrichment Activity : Detail** screen. You are done!

### Enrichment Activity: Detail

School Year \* 2011-12 Activity Ref. 11-00008 Activity Name \* Visit to State Capitol & Supreme Ct Activity Theme \* Government

Activity Status Open Start Date \* September 14, 2011 End Date \* September 14, 2011

Main Organization \* Missouri Gateway Area Team Total Volunteer Hours \* 41

Activity Description: Observe VETO session of Legislature; tour state Capitol; meet with Senators & Delegates; Meet w/ Supreme Court Justice

Learning Objectives (lesson plan) \*  
Develop an appreciation for the messiness & seeming chaos of democracy in action;

What is the Experience? \*  
Observe legislative process first hand w/ explanations from the Senator & Delegate; Meet Supreme Court Judge and discuss working of Justice System w/ first hand Q & A

Reflection (What did the students see, hear, feel, and learn) \*  
Students reported being surprised to see and talk with a woman who is a Supreme Court Judge.

Generalization (Have the students experienced something like this before?) \*  
Most report they have not.

Application (What skills have the students learned that can be applied in future activities and as alumni when they return home?) \*  
People can disagree politely and still continue to work toward their own beliefs. Despite strong disagreement, members of the House of Delegates were respectful to one another.

**Save Delete Cancel**

Volunteer(s)

<input type="checkbox"/>	No.	Service Ref.	Volunteer Name	Cluster Name	Stage	Status	Main Organization	State
<input type="checkbox"/>	1	11-00341	James Butler	Missouri Gateway Area Team	Participation	Open	Missouri Gateway Area Team	
<input type="checkbox"/>	2	V-F20283872	Gayle Hulsebus	Missouri Gateway Area Team	Participation	Open	Missouri Gateway Area Team	
<input type="checkbox"/>	3	V-F05001051	Sarah Yancey	Missouri Gateway Area Team	Participation	Open	Missouri Gateway Area Team	

Participant(s)

<input type="checkbox"/>	No.	IOC	Service Ref.	Participant Name	Cluster Name	Stage	Status	Program Code	Main Organization	State
<input type="checkbox"/>	1	UKR	11-00014	Kateryna Lukashyevych	Missouri Gateway Area Team	Participation	Open	YPfxNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	2	KEN	11-00003	Gloryann Sankei	Missouri Gateway Area Team	Participation	Open	YPysNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	3	PKS	2011-060-0112	Maryam Khan	Missouri Gateway Area Team	Participation	Open	YPysNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	4	IRA	11-00002	Hadi Katish	Missouri Gateway Area Team	Participation	Open	YPysNH11	Missouri Gateway Area Team	
<input type="checkbox"/>	5	GER	1605487	Carolin Sack	Missouri Gateway Area Team	Participation	Open	YPcbNH11	Missouri Gateway Area Team	

\*Should you want to make changes or additions to your report at a future time, simply click on the SP Module. When your Sponsored Program Module home page appears, you will see all of your reported activities listed. Click on the **blue Activity Ref** number to open the report you want to work on. You can add / make changes and **save** as you like.

Record(s) found: 3

No.	School Year	Activity Ref.	Activity Name	Activity Theme	Attendees (Vol., Pax.)	Status	Start Date	End Date	Main Organization
1	2011-12	<a href="#">11-00006</a>	Introduction to curriculum	Other	( 2 , 4 )	Open	2011-08-26	2011-08-26	Missouri Gateway Area Team
2	2011-12	<a href="#">11-00009</a>	happy day	Diversity / Native People	( 3 , 5 )	Open	2011-09-08	2011-09-08	Missouri Gateway Area Team
3	2011-12	<a href="#">11-00008</a>	Visit to State Capitol & Supreme Ct.	Government	( 3 , 8 )	Open	2011-09-14	2011-09-14	Missouri Gateway Area Team