

Accessing the SAMTrack Reporting Form

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 S.A.M. Temple Director/ D.I.M.E. Court Directress via SAMTrack at www.aeonms.org or www.doipha.org even if there was no activity.

The form is password protected. If you have not received the password from your Coalition Director or Region Directress, please send an email to: samtrackreporting@gmail.com.

S.A.M. Training Manual & SAMTrack*

Nobles – ****UPDATE**** Reports are now due by: The last day of each month

1. Visit the Nobles website at www.aeonms.org
2. Click on “downloads”
3. Click on Department/ Committee Forms
4. S.A.M. Program documentation is located at the bottom of the list
5. The link to the SAMTrack Reporting System is located there
6. Enter password
7. Click next – the form will open

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

1. Visit the Daughters website at www.doipha.org
2. Click on “Links”
3. The link to the SAMTrack Reporting System is located there
4. Enter password
5. Click next – the form will open

SAMTrack Reporting Form – How to Use it


All fields are required, the 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” is acceptable if there was none.

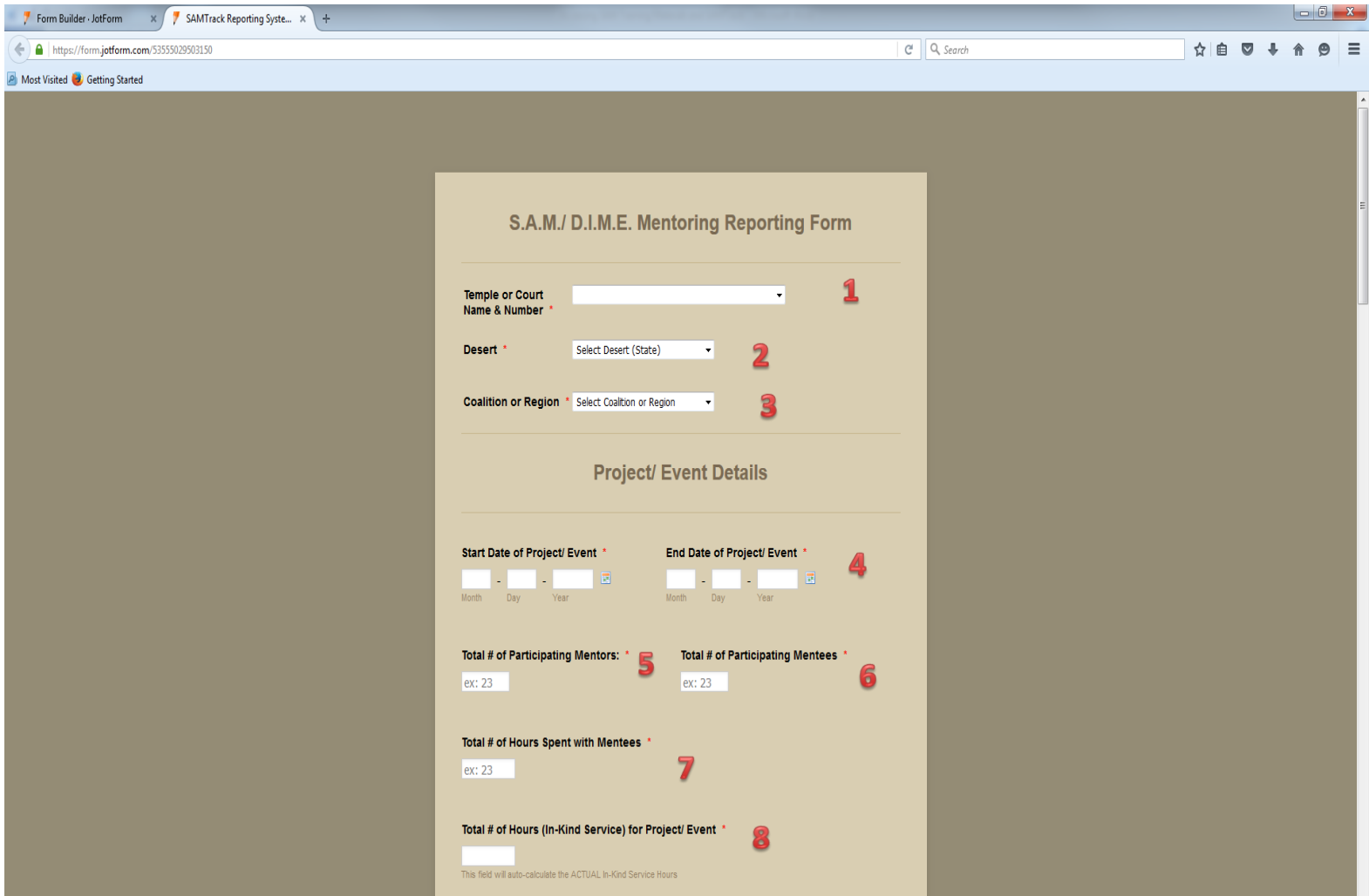
Below are screenshots of the form that provides a brief definition of each section of the form.

Temple and Court Information

1. The drop down list is split into Temples at the top and Courts at the bottom. Be sure to select your correct Temple or Court name and number. Temples and Courts are listed in alphabetical order
2. Select your Desert (state). *If your Temple or Court is overseas, the country is listed in alphabetical order within the states.*
3. Select your Coalition or Region. There are 5 – Deep South, Mid-Atlantic, Mid-Western, North Eastern and Western. If you are unsure as to what region you are located in, please contact your S.A.M. Desert Director or D.I.M.E. Desert Directress.

Project/ Event Details

4. Enter the Start and End dates of your Temple or Court project/ event. *You may click on the calendar icon  and select the date as well.*
5. Enter the number of Mentors that participated in the project/ event.
6. Enter the number of Mentees that participates in the project/ event.
7. Enter the number of hours spent with the Mentees.
8. **This field will auto calculate the in-kind service hours for you. This field cannot be edited.**



S.A.M./ D.I.M.E. Mentoring Reporting Form

Temple or Court Name & Number * 1

Desert * 2

Coalition or Region * 3

Project/ Event Details

Start Date of Project/ Event * End Date of Project/ Event * 4

Total # of Participating Mentors: * 5

Total # of Participating Mentees: * 6

Total # of Hours Spent with Mentees * 7

Total # of Hours (In-Kind Service) for Project/ Event * 8

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

Description of Project/ Event

1. Select the age range. You may select multiple age ranges as needed.
2. Joint project/ event with Temple and Court. ***If the project/ event is a joint effort with your Temple or Court, you must submit separate reports.***
3. Collaborative project/ event with a non-masonic organization. (Example: Boy or Girl Scouts, local church, school, fire or police department)
4. Enter the name of the organization if applicable. If none, enter "none" or N/A.
5. Description of project/ event. Keep it brief, this field is limited to 300 words.
6. Outcome of mentoring efforts. (Example: did the Mentees have fun, learn a new skill or gain additional knowledge on a subject)

N/A
 7 - 10 years old
 11 - 13 years old
 14 - 18 years old

N/A
 Yes
 No

N/A
 Yes
 No

Name of Organization *

Brief description of project/ event *

What was the outcome of your mentoring efforts?: *

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 and enter N/A into the fields.

Educational Goals

N/A
 Yes
 No

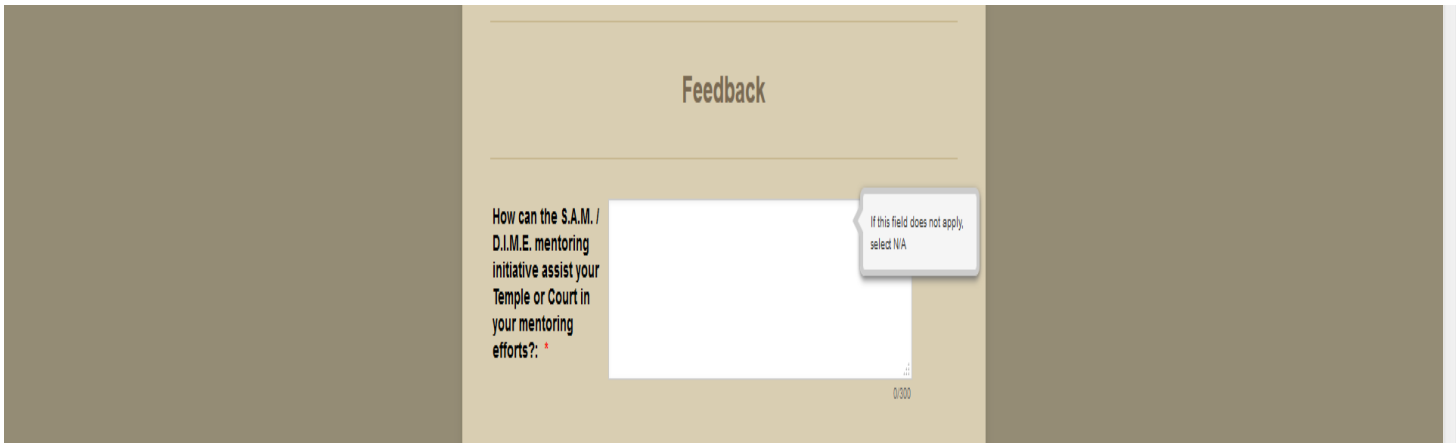
How did the mentoring efforts support the Mentee(s) in increasing their G.P.A.?: *

N/A
 Yes
 No

How did the mentoring efforts support the Mentee(s) in reaching their educational goals?: *

Feedback

Please provide feedback to the S.A.M. and D.I.M.E. Mentoring program. Your feedback is important to our continued success.



Temple and Court Contact Information

You must enter accurate information into the form to ensure that a copy of the report is sent to all recipients. The following email addresses are required to ensure that the report has been submitted:

1. Temple Director or Court Directress
2. Desert Director or Desert Directress
3. Deputy of/ for the Desert
4. Deputy of/for the Oasis

Each individual listed will automatically receive a copy for your submitted report

It is your responsibility to either forward the SAMTrack response email to or print a copy of the report for the Illustrious Potentate or Commandress. ***If you do not have an email address for any of the individuals above, please contact your Imperial Deputy of/for the Desert.***

Printing the form

You will automatically receive an email as confirmation of your submission; however, you may print the form for your records. A print button has been added for your convenience.

Questions Regarding SAMTrack and Password Requests

Please forward any questions regarding SAMTrack or password requests to the following email address:

samtrackreporting@gmail.com

Additional contacts for your S.A.M and D.I.M.E. Mentoring Program

S.A.M. Coalition Directors

NORTHEASTERN COALITION

IP Edwin K. Buckner #10

buckner@dc.gov

NORTHEASTERN COALITION

Noble Donald Smith #4

pmspnds@hotmail.com

Connecticut

Massachusetts

New Jersey

New York

Rhode Island

Canada

Pennsylvania

MID-WESTERN COALITION

Noble Aaron Washington #74

awash@bayviewlodge64.org

Indiana

Michigan

Minnesota

Nebraska

Wisconsin

Illinois

Kansas City

Kentucky

Ohio

Iowa

MID-ATLANTIC COALITION

IP Lloyd Coward #230

lcoward322@verizon.net

Delaware

Washington, DC

Maryland

North Carolina

Virginia

West Virginia

Far East

DEEP SOUTH COALITION

Noble Felix Griggs #54

hgigfgriggs11@hotmail.com

DEEP SOUTH COALITION

Noble Herman Jerome Glover, PP #195

hjeromeglover@yahoo.com

Alabama

Florida

Georgia

Louisiana

South Carolina

Arkansas

Mississippi

Oklahoma

Tennessee

Missouri

Texas

WESTERN COALITION

Noble Eldra Jackson, PP #179

eldraj@comcast.net

Arizona

California

Oregon

Washington (State)

Colorado

Nevada

New Mexico

Western Europe

Hawaii

Alaska

Oregon

D.I.M.E. Region Directresses

NORTH EASTERN REGION-*26

Dt. Sondra Vance #154

kia_vance@yahoo.com

Connecticut -2

Massachusetts-2

New Jersey-5

New York-7

Rhode Island-1

Canada -1

Pennsylvania-5

DEEP SOUTH REGION-*79

Dt. Crystal Banks #76

crystalebanks@comcast.net

Alabama-6

Florida-13

Georgia-9

Louisiana-5#

South Carolina-11#

Arkansas-1

MID-ATLANTIC REGION-*36

Dt. Brenda Bradford #2

Nunbrad@verizon.net

Delaware-2

Washington, DC-2

Maryland-5

North Carolina-17

Virginia-7

Far East-3

MID-WESTERN REGION-*39

Dt. Heather Henning #65

Hlhenn21@gmail.com

Indiana-6

Michigan-4

Minnesota-1

Nebraska-1

Wisconsin-1

Illinois-6

Kanas City-4

Kentucky-5

Ohio-9

Iowa-2

DEEP SOUTH REGION 2– OPEN **OPEN**

Mississippi-8

Oklahoma-4

Tennessee-6

Missouri-3

Texas-11

Bahamas-1

Virgin Islands-1

WESTERN CHAIN REGION-*27 **OPEN**

Arizona-4

California-8

Oregon-1

Washington State-2

Colorado-2

Nevada-1

New Mexico-1

Western Europe-4

Hawaii-2

Alaska – 1

Oregon – 1

S.A.M. Imperial Director

Noble Robert “Bob” Wheeler, PP #230

bobwheeler21@yahoo.com

D.I.M.E. Imperial Directress

Dt. Lawyanna M. (Shelly) Marshall, PC (65)

doiyouthmentoring@gmail.com