

## **SAMTrack/DIMETrack Instructions**

We must document accurate information in our reporting. Reports must be submitted monthly by the S.A.M. Temple Director or D.I.M.E. Court Chairperson even if there was no activity.

### **Reports are due by the last day of each month**

1. Visit [www.aeaonms.org](http://www.aeaonms.org) - On the Nobles webpage, click the Shriners As Mentors Link at the bottom of the page.
2. Or visit [www.doipha.org](http://www.doipha.org) - From the Daughters webpage, go to Links and click D.I.M.E., you will be rerouted to the S.A.M. & D.I.M.E. Imperial Mentoring Programs website
3. The links to SAMTrack/DIMETrack Reporting are located on the right-hand side of the screen

## How to Submit Reports

All fields followed by a 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" without a detailed explanation is unacceptable.

***This is an updated form! You will need to delete any previously saved versions.***  
***Select CTRL & F5 to refresh your browser!***

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

### Login Page

**The form is password-protected. If you do have the password, please send an email to: [imperial.samdime@gmail.com](mailto:imperial.samdime@gmail.com)**

The form has been updated to remove the selection of Region. You only need to select your Desert and all of the temples/courts within your desert will populate in the drop-down menu.

### Desert – Temple/Court Information

From the SELECT DESERT drop-down list, select the desert (state) which your Temple/Court is located. Next, select your temple/court name/ number from the Desert drop-down list.

### Temple Director/Court Chairperson Contact Information

Be sure to fill out this information and provide a valid email and phone number

### Illustrious Potentate/Illustrious Commandress Contact Information

Be sure to fill out this information and provide a valid email and phone number

### Project/ Event Detail

1. Click on the calendar icon and select the start and end date of the activity
2. Next, provide pertinent details about your activities

## **No Activity**

When the “no activity” box is selected, you are required to enter a detailed description as to why there was no activity for a given month or timeframe. By selecting this box, the remainder of the form blanks out and you are only required to complete the contact information section of the form and submit it.

- ***Audit point – if no activity is submitted for 90 days, a report will be sent to the Deputy Imperial Director/Directress for your region. H/she will then contact your Deputy of/for the Desert and or Deputy of/for the Oasis to review the report to assess if a Temple/Court may need assistance or have questions.***

## **Mentoring Activity - Participation**

You must now provide the names of all Nobles/Daughters that participated in the mentoring activity. ***DO NOT enter names of youth or volunteers***

1. Enter the Number of Participating Mentors
2. Enter the Number of Participating Mentees
3. Select the Age Range (multiple age ranges may be selected)
4. Enter Number of total hours spent with your Mentees

The total number of In-Kind Service hours will auto-populate the calculation. You cannot enter data into this field

- ***Audit Point – Do no pad your information! Including but not limited to number of mentors to mentees or the total hours spent mentoring. Temples/Courts will be randomly audited.***

## **Mentoring Activity cont.**

1. Select if the project/ event was a joint Temple/ Temple project/event.
2. Select if the project/ event was a collaboration with a non-masonic organization? For example: Boy Scouts, 4-H, Junior Achievement, local Fire or Police Dept., etc.
3. If Yes is selected for the previous question, document the name of the organization.
4. Enter a description of the project or event.
5. Enter how your mentoring efforts assisted the youth that you mentored.

## **Feedback**

How can the S.A.M./D.I.M.E. Program assist your Temple/Court in your mentoring efforts? Provide any feedback that you have for the programs or document N/A.

### **Additional Contact Information**

1. Enter the contact information for the following individuals\*:
  - ✓ S.A.M. Desert Director/D.I.M.E. Desert Chairperson – if your Desert does not have a Desert Director/Chairperson, check the box
  - ✓ Imperial Deputy of/for the Oasis
  - ✓ Imperial Deputy of/for the Desert

### **Submitting, Saving, and Printing the form**

2. Once you have completed the form and no red flags are showing, be sure to click “submit” and the form will be submitted to the reporting system
3. You can now save your form to complete it later; you will receive an email with a link to go back and complete your report.

# Audit Process

As previously stated, accuracy in reporting is key, and over the years there have been discrepancies documented and submitted. Below is a short list of audit points that may make your Temple/Court subject to audit:

## REPORT AUDITING

1. Number of Mentors reported – If your Temple/Court’s number of Mentors reported do not match the background list with Imperial.
2. Number of Mentees – Excessively high numbers of youth mentored that do not match the number of Mentors involved.
3. Hours submitted – Please, do not pad your hours. Remember, the total In-Kind Service Hours *are calculated for you*.
4. No activity – Any Temple/Court that submits a report stating “no activity” for 90 consecutive days is subject to audit and being listed on a report to the Deputy /offor the Desert. While it is not a requirement to have activities every month, meeting with your mentees individually or in a group is still considered activity
5. Zero reports submitted – If a Temple /court has never submitted a report, the Deputy of/for the Desert will receive a report and requested to contact the Illustrious Potentate/Illustrious Commandress for those Temples/Courts that are not in compliance

All reporting questions should be sent to  
[imperial.samdime@gmail.com](mailto:imperial.samdime@gmail.com)

