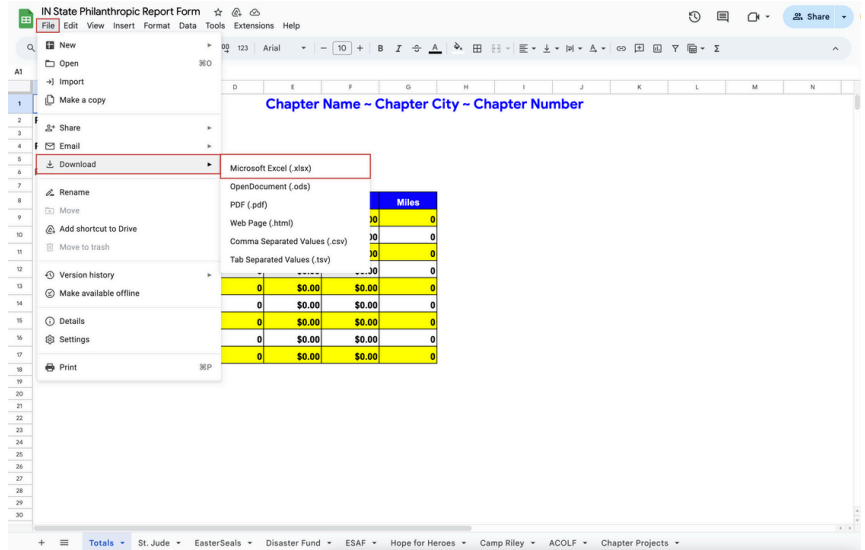
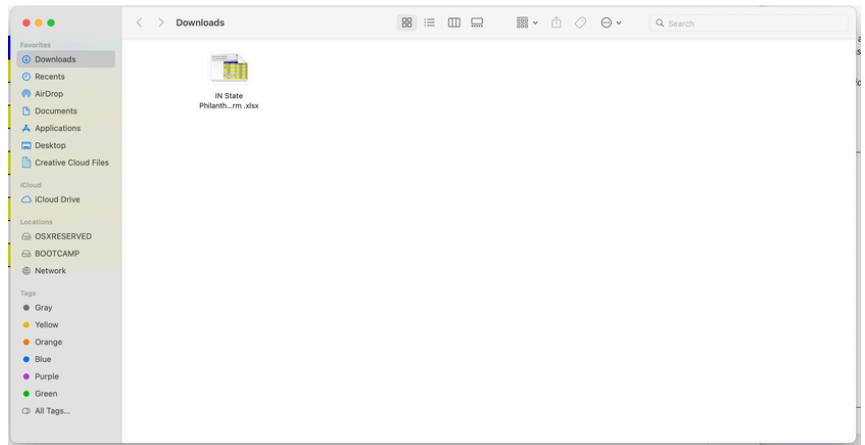


HOW TO UPDATE THE NEW philanthropic reporting form

1. After opening the Google Sheet link, click File, then click Download, then click Microsoft Excel in the menu to download the form as an Excel spreadsheet.



2. Locate the downloaded file and open it in Excel.



3. Change the Chapter information and enter your chapter's philanthropic report for the year. Save and email to the 2nd Vice President by May 15!

