

Quarterly Ambassador Reporting

Frequently Asked Questions

1. What is quarterly reporting for the Ambassador program?

Quarterly reporting is a survey that Ambassadors take every three months to document the advocacy activities they have done. The reporting survey collects your feedback on different activities, and shows us where there is room for program improvement, new resources, and more.

2. How does quarterly reporting differ from traditional Ambassador reporting?

Historically, Ambassadors were asked to fill out a separate survey for each activity they completed as the year went on. Because filling out 15-20 surveys each year can become very burdensome, we are condensing the reporting period into quarters. Once every three months, Ambassadors will be able to log their activity and find out how much progress they have made throughout the year, rather than waiting until late October to find out.

3. Why do I need to report my activities?

Quarterly reporting helps us understand the kinds of action opportunities Ambassadors are most interested in, so we can tailor the program accordingly. Reporting your activities also allows us to keep track of your progress towards meeting the requirements to be honored as a Platinum Ambassador.

4. Why do I have to report quarterly instead of once a year?

We have heard that reporting at the end of the year is burdensome and time-consuming. It is hard to remember everything you did months ago. By reporting quarterly, you are able to more accurately capture your advocacy work.

5. Do I have to complete every item every quarter?

No! Just report what you've done. You are not expected to complete every item every quarter. The reporting form will capture everything you have completed each quarter, and add up throughout the year.

6. Where do I complete the reporting?

The quarterly reporting survey will appear in the Ambassador Reporting Center while it is available each quarter. We will also send reminders to complete your Quarterly Reports in your Ambassador Update newsletter.

7. How can I track my progress in between quarters?

As you complete advocacy activities, you can keep track of them in the [Ambassador Requirements Checklist](#). There you'll see all of the 2020 Platinum Ambassador Award requirements, and how to track your progress over time.

8. How can I check on my progress?

If you'd like to check in on your progress you can always email Madeleine at mstirling@arthritis.org and ask for a progress report.

9. If I completed something in multiple quarters, when do I report that?

It depends! If you are doing an activity that occurs multiple times (like recruiting advocates, participating in a Live Yes! Connect Group, etc.) you can report that in each quarter. If it's an activity that happens once but occurs over the course of multiple quarters (like starting a State Advocacy Committee, for example), you report it once in the quarter that it is completed. If you have any questions about how to report something, please email mstirling@arthritis.org.

10. What activities do I report?

You can report all activities and assignments related to Arthritis Foundation advocacy. Please review the [Ambassador Requirements Checklist](#) for a full list of advocacy activities.

11. What are the 2020 Platinum Ambassador Award requirements?

To achieve the 2020 Platinum Ambassador award, you must complete the following: 10 Ambassador assignments, 6 bonus assignments, and contribute to growing the Live Yes! Arthritis Network. [View the full requirement checklist here.](#)

12. I completed an activity that isn't listed in the quarterly reporting survey. What should I do?

There are a few places throughout the survey that will allow you to provide additional feedback or items that you completed that may not have been explicitly listed on the reporting survey. We recommend that you also contact us to talk through the activity – email Madeleine Stirling at mstirling@arthritis.org.

13. What if I miss the deadline to report my quarterly activity?

It's important that Ambassadors report their activity within the quarterly deadline (one month from the end of the quarter). If you miss the deadline, get in touch with Madeleine Stirling at mstirling@arthritis.org to discuss further.

14. Who do I send questions to?

We are here to help! Please send questions to the Grassroots Advocacy Manager, Madeleine Stirling, at mstirling@arthritis.org.