Running Reports in EZReports to Improve Your Program

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University Outreach and Engagement

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Holiday Inn West - Lansing

MICHIGAN STATE
UNIVERSITY

Advancing Knowledge.
Transforming Lives.

Who this session is for:

- Program Directors

- Site Coordinators

- Local Evaluators

PROGRAM DIRECTOR LEVEL REPORTS

(a look at all sites combined)

Question:

How can I find the demographics of the students being served by our program?

Benefit:

- Target Population

- Free / Reduced program

- Educational programs (Special Ed, ESL/LEP)

- Recruitment purposes

- How many students are being served by our program?

Grantee Summary –Grantee Level Report (Chart 1)

Grantee Summary Information

Grantee: GRANTEE TEST SITE

Start Date: 7/1/2008

End Date: 7/30/2008

Student Registration

Additions	Withdrawals	Current Period
0	0	77

Adult Registration

Additions	Withdrawals	Current Period
0	0	6

Demographics Information

	Gender			Ethnicity							
	Male	Female	Unknown	Middle Eastern	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native Alaskan	Multi-racial and Unknown
Students	48	29	0	3	24	26	11	5	5	2	1
Adult	0	1	5	0	0	0	0	0	0	0	6

Attendance Information - Regular Activities

Total Participant Served (Participant-Attendance): 1,170   Unique Number of Participant Served: 68

Number of Days of Program Operation: 21   Overall Average Daily Attendance: 55.71

Attendance Information - All Activities

Total Participant Served (Participant-Attendance): 1,170   Unique Number of Participant Served: 68

Number of Days of Program Operation: 22   Overall Average Daily Attendance: 53.18

This is unduplicated student count for all sites for all regular activities.

This is unduplicated student count for all sites for all regular activities including special events.

Close Window

Question:

How can the data be used for programming?

Benefit:

- Popular classes
- Program adjustments
- Budgeting / Staffing
- Recruitment

Grantee Summary –Grantee Level Report (pg.2) (chart 2)

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Grantee Summary Information
Grantee: GRANTEE TEST SITE

Start Date: 6/1/2008

End Date: 7/30/2008

Activity Information

Activity Name	Avg Daily Att	Participants	Days Offered	Time Offered
Academics - Math - MATH FOR FUN	22.81	25	Tue, Thu	3:00PM - 3:30PM
ACADEMICS - READING & WRITING - LANGUAGE ARTS	22.55	25	Mon, Tue, Wed, Thu, Fri	3:30PM - 4:00PM
ART - POTTERY	14.18	15	Mon, Wed	3:00PM - 3:30PM
Recreational Activities / Sports - BASKETBALL	15.12	16	Mon, Thu	4:00PM - 5:00PM
Youth Enrichment - DRUG AND ALCOHOL AWARENESS	19.44	25	Wed, Thu	5:00PM - 6:00PM

Close Window

Question:

Where can I check to see if my sites are current on their attendance?

Benefit:

- Overall picture

- What happens if we fall behind in our attendance?

- Very delinquent sites can lose a great amount of data

Attendance Status by Month -Grantee Report (chart 4)

Attendance Status by Week-Grantee Report (chart 5)

PROGRAM DIRECTOR WIZARD REPORTS

REPORT WIZARD

- A good feature to gather data not found in other reports

- Remember that the data is only as good as what is put into EZreports

Question:

How are the attendance numbers at a site level?

Benefit:

- Numbers by site

- Waiting list
- Attendance expectations

- Averages over time

Summary by site (chart 6)

Attendance Summary by Site – Grantee Level Report
(chart 7)

Attendance Summary by Site - for selected sites of the grantee

Grantee: GRANTEE TEST SITE

Start Date: 07/01/2008   End Date: 07/30/2008

Grantee: [GRANTEE TEST SITE]			Total No of Sites : [3]
Site Name	# of Students Attending	Avg # of Days Attending	Avg # of Hours Attending
Site Glencairn School #3	32	17.00	34.00
Site Marble School #2	13	9.15	18.31
Site McDonald School #1	25	20.72	29.44
Total no of kids for [GRANTEE TEST SITE]	70		
Total no of kids for all grantee(s)	70		

Question:

What are the demographics of the staff?

Benefit:

- Site staff compared to student demographics

- Staffing types - used in Annual Report

- Your year end report

Staff Demographics-Grantee Wizard
(chart 8)

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List of Staffs
Staff Demographics Information

Site Name	Staff Name	Staff Type	IsFundedBy 21stCCLCGrant	Job Title	Youth Development/ Child Care Experience	After School Experience	License/Certification
GRANTEE TEST SITE - Site Glencairn School #3							
	Denver, John	Other Community Members	Yes	program aide	0	0	
	Hahn, Andy	School-day Teachers	Yes	Teacher	0	0	
	Smith, Tammy	Other Nonteaching School Staff	Yes	Program Assistant	0	0	
	State, Sparty	Business Mentor	Yes	Superman	0	0	
GRANTEE TEST SITE - Site Marble School #2							
	Burton, Sam	Other Community Members	Yes	superman	0	0	
	jones, jacob	Other Community Members	Yes	aide	0	0	
	Lynch, Jamie	College Students	No	aide	4	3	
	Volunteer, Joe	Other Community Members	No	volunteer	0	0	
GRANTEE TEST SITE - Site McDonald School #1							
	Barton, Clara	Nurse	Yes	Nurse	18	21	
	Gretzky, Wayne	School-day Teachers	Yes	Instructor	5	0	
	Jones, George	Center Administrators/Coordinators	Yes	Counselor	0	0	
	Longstreet, James	School-day Teachers	Yes	Instructor	0	8	
	Pitt, Brad	School-day Teachers	Yes	Parent Volunteer	0	0	
	Smith, Joe	Other Community Members	No	Driving teacher	7	6	N/A
	Woods, Tiger	Business Mentor	Yes	Golf Pro	0	0	

Question:

What are the demographics of the service providers or vendors?

Benefit:

- Organizational types & qualifications

- Organizational types– this information is used in Annual Report

- Your year end report

Service Providers by Organizational Type –Grantee Wizard
(chart 9)

List of Providers
Provider Contact Information

Site Name	Provider Name	Organization Type
GRANTEE TEST SITE - Site Glencairn School #3		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage
	East Lansing Public Library	Library
	Michigan State University	College or University
	Oilers Old Time Hockey School	For-Profit Entity
	The Clinic	Health-Based Organization (hospital/clinic/etc.)
	YMCA	Community-Based Organization or other Not-For-Profit Organization
GRANTEE TEST SITE - Site Marble School #2		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage
	East Lansing Public Library	Library
	Michigan State University	College or University
	Oilers Old Time Hockey School	For-Profit Entity
	The Clinic	Health-Based Organization (hospital/clinic/etc.)
	YMCA	Community-Based Organization or other Not-For-Profit Organization
GRANTEE TEST SITE - Site McDonald School #1		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage

Question:

What is the breakdown of the special educational needs of the children?

Benefit:

- Accommodate these needs

- Additional funding?

- Document this information for your reporting purposes

Student Demographic Educational Needs – Grantee Wizard (chart 10)

List of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer provided by Co...

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List of Students
Student Demographics Information

Site Name	Student Name	Education Program
	Foote, Harriet	Intensives
	Franklin, Kathy	Special Education
	Gonzalas, George	Special Education
	Miller, Nathan	Special Education
GRANTEE TEST SITE - Site Marble School #2		
	Beauty, Sleeping	ESL/LEP, Special Education
	Bond, James	Bilingual
	Cat, Alley	Bilingual
	DeVil, Cruella	Free/Reduced Lunch, Sec. 504
	futuredate, xx	Intensives, Title 1, Sec. 504
	hall, tom	Bilingual
	Moo, Maggie	ESL/LEP, Special Education
	Person, Sally	Bilingual, Medical
	Rogers, Ginger	Special Education
	Smith, David	Bilingual
	SquarePants, SpongeBob	ESL/LEP
	White, Snow	Intensives
GRANTEE TEST SITE - Site McDonald School #1		
	Andrews, Andy	Special Education, Medical
	Baggins, Frodo	Special Education
	Doe, Jane	Intensives, Free/Reduced Lunch
	Doe, Johnny	ESL/LEP
	Dog, Sparky	Special Education
	Fletch, Irwin M	Title 1, Free/Reduced Lunch
	Hendricks, James	Bilingual
	jetson, george	Special Education
	Lennon, John	Bilingual
	Pepper, Sargent	Special Education
	Simpson, Bart	Intensives
	Simpson, Maggie	Bilingual
	Starkey, Richard	Free/Reduced Lunch

SITE COORDINATOR LEVEL REPORTS
(a look at one site)

Question:

How can I track the attendance percentages for students?

Benefit:

- Kids enrolled and not attending?

- Outreach – barriers for them not attending

- Make your site look better- drop kids not attending – waiting list

- Reward system

Average Daily Attendance by Session
Site Level Report (chart 11)

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Attendance Summary By Activity
Site McDonald School #1

Period: 07/01/2008 07/30/2008

Activity Session	Total Participants Enrolled	Days Offered	Days Attendance Completed	Average Daily Attendance
Academics - Math				
MATH FOR FUN	25	8	8	22
ART				
POTTERY	15	9	9	14
Field Trips				
BINDER PARK ZOO	0	1	1	25
Recreational Activities / Sports				
BASKETBALL	16	9	9	16
Youth Enrichment				
DRUG AND ALCOHOL AWARENESS	25	8	6	24

Participant Attendance Summary – Site Level Report
(chart 12)

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Attendance Summary

Site McDonald School #1

Attendance between July 1, 2007 and July 30, 2007

Partcipants: All

Name	ID	Regn. Date	Last Day Attended	Regular Session			Attendance by Week Day							Total Days *
				Days Scheduled	Days Attended	Perc.(%)	Su	Mo	Tu	We	Th	Fr	Sa	
Ancttil, Jacques		01/01/2004	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Andrews, Andy		09/26/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Baggins, Frodo	111	01/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Doe, Jane	99999	11/03/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Doe, Johnny		09/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Dog, Sparky	1111111	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Fletch, Irwin M	111111111	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Flinstone, Pebbles		09/29/2003	07/30/2007	21	17	80.95%	0	4	4	4	4	1	0	18
Flintstone, Fred		11/11/2003		0	0	0.00%								0
Hahn, Andy	678788799	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Hendricks, James		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Houston, Whitney		06/01/2006	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
jetson, george		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Kelly, Grace	4711176	01/02/2004	07/30/2007	21	20	95.24%	0	5	4	4	4	3	0	21
Lennon, John	111	01/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Light, High		01/01/2004		0	0	0.00%								0
Lincoln, Abraham		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22

Question:

How can I find out how many days a service provider or vendor was used by our site?

Benefit:

- Accurate accountability of your service providers / vendors

- Schedules for providers / vendors

Provider Service & Financial Information – Site Wizard (chart 13)

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List of Providers

Provider Service & Financial Information

Site Name	Provider Name	Organization Type	Days Provided
GRANTEE TEST SITE - Site McDonald School #1			
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club	
	Cars are Us	Sports Leage	
	East Lansing Public Library	Library	
	Michigan State University	College or University	17.00
	Oilers Old Time Hockey School	For-Profit Entity	
	The Clinic	Health-Based Organization (hospital/clinic/etc.)	9.00
	YMCA	Community-Based Organization or other Not-For-Profit Organization	9.00

Provider Session Schedule (chart 14)

Provider Session Schedule - Microsoft Internet Explorer

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Provider Session Schedule

Activities between June 1, 2008 and August 1, 2008

Date	Day	Begins	Ends	Activity
Provider :Michigan State University				
6/7/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/14/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/21/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/28/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/5/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/12/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/19/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/26/2006	Wednesday	3:00 pm	5:00 pm	Soccer

Question:

How can I find out how many days a staff person worked at our site?

Benefit:

- Work load distribution

- Accurate accountability of your staff

Staff Session Schedule-Site Wizard
(chart 15)

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Staff Session Schedule

Activities between July 1, 2007 and July 30, 2007

Date	Day	Begins	Ends	Activity
Staff :Gretzky, Wayne				
07/02/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/04/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/09/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/11/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/16/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/18/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/23/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/25/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/30/2007	Monday	3:00 pm	3:30 pm	POTTERY

Question:

Can I generate a list of all sessions offered by our site?

Benefit:

- Look at a given week

- Give to school personnel

- Advertising and recruiting

Site Activity Schedule – Site Level Report
(chart 16)

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Site Activity Schedule

Site: Site McDonald School #1

Activities between July 16, 2007 and July 20, 2007

Date	Day	Begins	Ends	Activity
07/16/2007	Monday	3:00 pm	3:30 pm	POTTERY
		3:30 pm	4:00 pm	LANGUAGE ARTS
		4:00 pm	5:00 pm	BASKETBALL
07/17/2007	Tuesday	3:00 pm	3:30 pm	MATH FOR FUN
		3:30 pm	4:00 pm	LANGUAGE ARTS
07/18/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
		3:30 pm	4:00 pm	LANGUAGE ARTS
		5:00 pm	6:00 pm	DRUG AND ALCOHOL AWARENESS
07/19/2007	Thursday	3:00 pm	3:30 pm	MATH FOR FUN
		3:30 pm	4:00 pm	LANGUAGE ARTS
		4:00 pm	5:00 pm	BASKETBALL
		5:00 pm	6:00 pm	DRUG AND ALCOHOL AWARENESS
07/20/2007	Friday	3:30 pm	4:00 pm	LANGUAGE ARTS

Question:

Can I generate a summary report of just one site?

Benefit:

- Look at just a specific site not the entire grantee

- Demographics of our site

- Site specific educational needs

- Advertising and recruiting

Site Summary-Site Level Report (pg 1)
(chart 17)

Site Summary Information
Site: Site McDonald School #1

Start Date: 7/1/2008   End Date: 7/30/2008

Student Registration

Additions	Withdrawals	Current Period
0	0	26

Adult Registration

Additions	Withdrawals	Current Period
0	0	3

Demographics Information

	Gender			Ethnicity							
	Male	Female	Unknown	Middle Eastern	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native Alaskan	Multi-racial and Unknown
Students	17	9	0	2	7	10	5	0	1	1	0
Adult	0	1	2	0	0	0	0	0	0	0	3

Attendance Information - Regular Activities

Total Participant Served (Participant-Attendance):	518	Unique Number of Participant Served:	25
Number of Days of Program Operation:	21	Overall Average Daily Attendance:	24.67

This is unduplicated student count for all sites for all regular activities.

Attendance Information - All Activities

Total Participant Served (Participant-Attendance):	518	Unique Number of Participant Served:	25
Number of Days of Program Operation:	22	Overall Average Daily Attendance:	23.55

This is unduplicated student count for all sites for all regular activities including special events.

Site Summary – Site Level Report (pg 2)

(chart 18)

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Site Summary Information

Site: Site McDonald School #1

Start Date: 7/1/2008   End Date: 7/30/2008

Activity Information

Activity Name	Avg Daily Att	Participants	Days Offered	Time Offered
Academics - Math - MATH FOR FUN	22.00	25	Tue, Thu	3:00PM - 3:30PM
ACADEMICS - READING & WRITING - LANGUAGE ARTS	23.29	25	Mon, Tue, Wed, Thu, Fri	3:30PM - 4:00PM
ART - POTTERY	14.33	15	Mon, Wed	3:00PM - 3:30PM
Recreational Activities / Sports - BASKETBALL	15.89	16	Mon, Thu	4:00PM - 5:00PM
Youth Enrichment - DRUG AND ALCOHOL AWARENESS	18.25	25	Wed, Thu	5:00PM - 6:00PM

SITE COORDINATOR WIZARD REPORTS

Question:

What types of reports can I run using the Wizard?

Student Demo – Sorted for gender / grade – Site Wizard
(chart 19)

LIST of STUDENT DEMOGRAPHICS report – Microsoft Internet Explorer

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List of Students
Student Demographics Information

Site Name	Student Name	Sex	Grade
GRANTEE TEST SITE - Site McDonald School #1			
	Ancttil, Jacques	Female	6
	Andrews, Andy	Male	6
	Baggins, Frodo	Male	6
	BOYD, LEEUNTAE	Male	4
	Doe, Jane	Female	9
	Doe, Johnny	Male	7
	Dog, Sparky	Male	6
	Fletch, Irwin M	Male	4
	Flinstone, Pebbles	Female	9
	Hahn, Andy	Male	6
	Hendricks, James	Male	3
	Houston, Whitney	Female	4
	jetson, george	Male	3
	Kelly, Grace	Female	9
	Lennon, John	Male	9
	Lincoln, Abraham	Female	6
	Pepper, Sargent	Male	9
	Phelps, James	Male	9
	rourke, robert	Female	9
	Rubble, Bam-Bam	Male	3
	Simpson, Abe	Male	8
	Simpson, Bart	Male	5
	Simpson, Maggie	Female	5
	Smith, Jones	Female	5
	Smoe, Joe	Male	6

Close Window

Student Demo – Sorted by gender / grade / race / educational program – Site Wizard (chart 20)

Student Demo – Site Wizard (chart 21)

Student Demo -Gender Counts –Site Wizard
(chart 22)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Gender Count Summary

Grantee	Site	Male	Female	Others	Total
GRANTEE TEST SITE	dummy	34	24		58
	Site Glencairn School #3	19	11		30
	Site Marble School #2	11	8		19
	Site McDonald School #1	18	10		28
	Total for Grantee	82	53	0	135

Student Demo -Student Age Count –Site Wizard (chart 23)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Age Count Summary

Grantee	Site	05	06	07	08	09	10	11	12	13	14	15	16	17	Total
GRANTEE TEST SITE	dummy				1	12	18	12	14	1					58
	Site Glencairn School #3									29			1		30
	Site Marble School #2		4				1	2	2	3	3	2		1	18
	Site McDonald School #1		3	4	2	2			3	2			6	1	23
	Total for Grantee	0	7	4	3	14	19	14	19	35	3	2	7	2	129

Student Demo -Student Ethnicity Count –Site Wizard
(chart 24)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count
Student Race Count Summary

Grantee	Site	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native	Middle Eastern	Multi-Racial	Others	Total
GRANTEE TEST SITE	dummy	6	21	25	2		1			3	58
	Site Glencaim School #3	12	13	3	2						30
	Site Marble School #2	4	3	3	2	4	1	1	1		19
	Site McDonald School #1	8	11	5		1	1	2			28
	Total for Grantee	30	48	36	6	5	3	3	1	3	135

Student Demo -Student Grade Count –Site Wizard
(chart 25)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Grade Count Summary

Grantee	Site	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Adult	Others	Total
GRANTEE TEST SITE	dummy						11	19	16	12								58
	Site Glencaim School #3				2	9	4	5	3	7								30
	Site Marble School #2			2		1	2	1	1	2	5	2		2	1			19
	Site McDonald School #1			1		3	3	4	7	1	1	7			1			28
	Total for Grantee	0	0	3	2	13	20	29	27	22	6	9	0	2	2	0	0	135

Activity Information -Activities and Categories – Site Wizard
(chart 26)

Service Provider - Hours and Organization Type – Site Wizard
(chart 27)

LIST of PROVIDER SERVICE & FINANCIAL report - Microsoft Internet Explorer

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List of Providers
Provider Service & Financial Information

Site Name	Provider Name	Organization Type	Days Provided
GRANTEE TEST SITE - Site McDonald School #1			
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club	
	Cars are Us	Sports Leage	
	East Lansing Public Library	Library	
	Michigan State University	College or University	17.00
	Oilers Old Time Hockey School	For-Profit Entity	
	The Clinic	Health-Based Organization (hospital/clinic/etc.)	9.00
	YMCA	Community-Based Organization or other Not-For-Profit Organization	9.00

Thank you

- Please take handout

- If you wish to run a report you did not see, contact our office