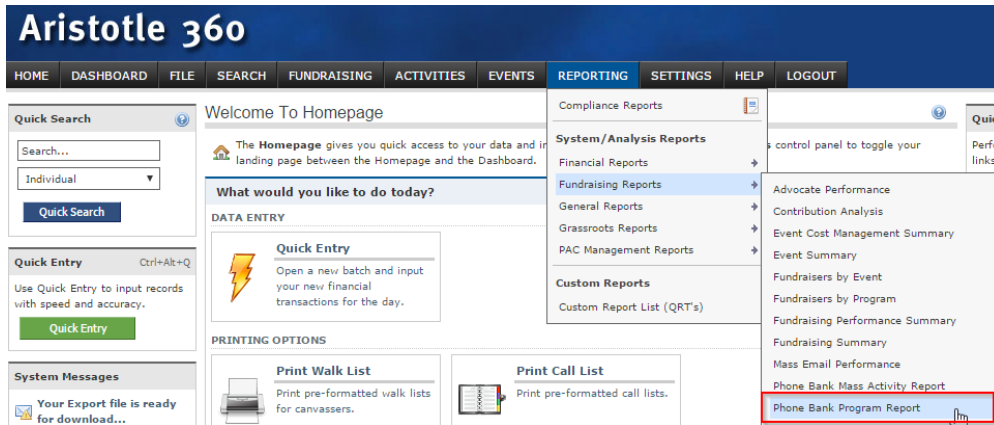


# Running a Phone Bank Program Report

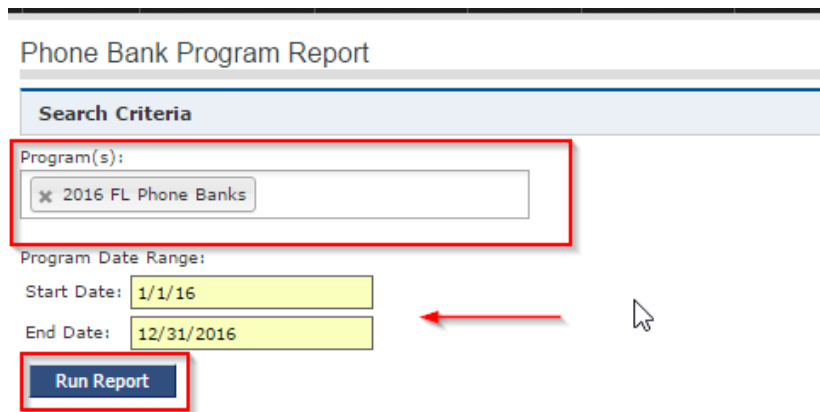
The Phone Bank Program Report gives an overview of all phone banks held in each State Association's program. Information available in the report includes how many calls were made per phone bank, how much money was raised per phone bank, how many volunteers participated per phone bank.

1. Go to Reporting>Fundraising Reports>Phone Bank Program Report.

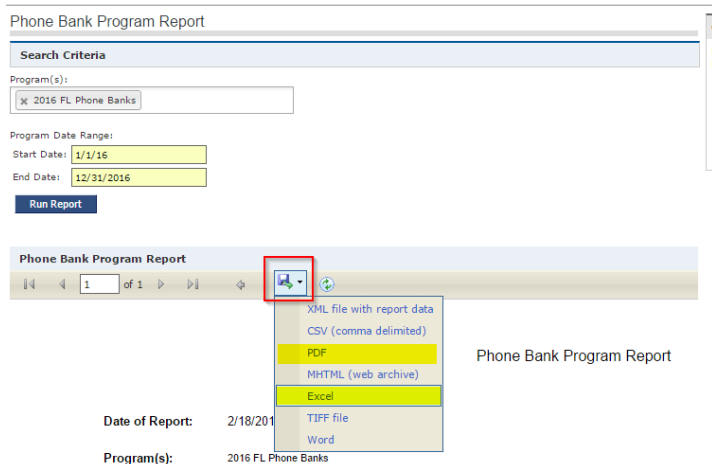


2. Enter the Program name. All programs follow the same naming scheme 2016 [State Abbreviation] Phone Banks. E.g. 2016 FL Phone Banks.

Enter the date ranges of the program. Each program runs for the calendar year 1/1/16 to 12/31/2016. Click Run Report.



3. A preview of the report will appear. Click the Save icon and select the file format. The best report formats are either Excel or PDF. Excel will allow you to sort the information.



Program Name	Mass Activity Title	Webform Name	Federated Acces	Event Name	Phone Bank Start Date	Commitment Amount	Outstanding Payment Total	Total Receipt Amount	Total Via Webform
2016 FL Phone Banks	RASM Phone-A-Friend Mid-Winter	2016 FL Phone Bank Winter	FL - (2815)	2016 RASM FR Mid-Winter Conference	1/25/2016	\$753.00	\$0.00	\$753.00	\$753.00