

Completing the Profile Page

You need to complete your profile page as the first step in LASSIE. The Profile page allows you to enter/edit your organization's contact information, add additional users, and answer several questions that determine which parts of LASSIE you need to complete. Please note: scroll down the page to complete all the questions

Step 1: Update Your Grant Profile

Please take a moment to review and update your grant profile, and answer a few questions about your organization. You must complete this section before starting the survey. You can come back and edit this section at any time during the survey. Click the Save button at the bottom of the page after you have completed all questions.

Providing a nickname allows you to quickly identify which grant you are logged into (see upper right corner). This is especially useful if you are reporting on more than one grant, either because of a no-cost extension or because you received multiple grants. Note: programs reporting on multiple grants should have received separate User IDs and Passwords for each grant.
Example: **My Nickname**

Once your profile is completed, you may continue on to step 2: [Enter Sub Grant Information](#)

Organization

Organization/School Name:

Organization/School Nickname (optional):

Grant Amount: \$250,000

Organization Location

School District (if applicable):

Website (if any):

Street Address:

City:

State:

Zip: -
[Unsure of your Zip + four?](#)

Contacts

[Add Additional Contacts](#)

The primary contact for this grant is:

Name	Title	Phone	Email	Send Login	Del
Manager, Grant	Grantee	781-555-1212	melchior@brandeis.edu	<input type="button" value="Send"/>	<input type="button" value="X"/>

1. Describe your organization (Check one)

K-12 District Higher Education Community-Based Organization

Updating Your Contact Information

Review your organization's contact information and make any necessary changes.

Please make sure your nine-digit zip code is listed. If you do not know your nine-digit zip code, a link has been provided so you can look it up using the US Postal Service website.

Adding Additional Contacts

The Profile page also shows the official contact person for your grant. If you want others to have access to this site, you can add their contact information here by clicking on the **Add Additional Contacts** button.

LASSIE 2009
Current User: Grant Manager

Adding a contact to your account will give this person access to your LSA Reports account. This contact can create sub-grants, update profiles, and view or complete surveys.

The check box at the bottom of the form enables you to send the login information to the new contact.

Prefix:

First Name:

Last Name:

Title:

Email:

Phone:

Fax:

Send email notification to this contact with login information

When you click on the **Add Additional Contacts** button, a new screen will appear. Enter the contact information for the new user and click on the **Save** button. The new user will be added to the contacts list. An email with a new username and password will automatically be sent to the new user.

1. Describe your organization (check one)

K-12 District	Higher Education	Community-Based Organization
<input type="radio"/> School District	<input type="radio"/> 2 Year Public College	<input type="radio"/> National Not-for-Profit Organization
<input type="radio"/> Regional Education Agency	<input type="radio"/> 2 Year Private College	<input type="radio"/> State or Regional Not-for-Profit
<input type="radio"/> State Education Agency	<input type="radio"/> 4 Year Public College or University	<input type="radio"/> Local Not-for-Profit
<input type="radio"/> K-12 School	<input type="radio"/> 4 Year Private College or University	<input type="radio"/> State Service Commission
<input type="radio"/> Public School	<input type="radio"/> Graduate/Professional Program	
<input type="radio"/> Indian/Tribal School	<input type="radio"/> Higher Education Association/Consortia	
<input type="radio"/> Private School	Check if your college or university is one of the following:	
<input type="radio"/> Public Charter School	<input type="radio"/> Historically Black University	
	<input type="radio"/> Hispanic Serving Institution	
	<input type="radio"/> Tribal Institution	

Now you need to answer several questions about your organization.

First, click on the buttons that best describe your organization. (Note: you should be sure to indicate your organization type, even if your funding comes from a different type of organization.) This helps determine whether you complete the K-12, Higher Education, or CBO version of the LASSIE survey.

You should also indicate whether your organization is faith-based or not.

2. Is your institution religious or faith-based?

Yes
 No
 Don't Know

3. Please indicate which of the following activities you performed during the 2008-2009 program year using Learn and Serve grant funds:

My institution or organization used Learn and Serve funds to provide training and technical assistance and/or curriculum development for service-learning activities Yes No

My institution or organization subgranted Learn and Serve funds to other institutions or organizations Yes No

My institution or organization ran Learn and Serve funded service-learning activities (Note: answering yes to this question indicates that you will report on participants and service-learning activities for this program year) Yes No

If your institution or organization subgranted Learn and Serve funds to other institutions or organizations, please answer the following question.

4. Do you provide any of the following forms of assistance/support on service-learning to the institutions, organizations, or school to which you make grants of Learn and Serve America funds?

Next, answer the questions about whether your organization provides technical assistance, makes subgrants to other organizations, and whether your organization directly operates service-learning activities (that is, whether you work directly with service-learning participants). These questions also help determine which sections of LASSIE you need to complete.

Hispanic Serving Institution

Tribal Institution

2. Is your institution religious or faith-based?

Yes
 No
 Don't Know

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If your institution or organization subgranted Learn and Serve funds to other institutions or organizations, please answer the following question.

4. Do you provide any of the following forms of assistance/support on service-learning to the institutions, organizations, or school to which you make grants of Learn and Serve America funds?

	Do not offer	Once or twice a year	Quarterly or more	Monthly or more	Always available
Training/Professional development workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical Assistance Materials, "How to" Guides, or other publications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings to exchange information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listserve or other forms of on-line exchange	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other assistance (please describe)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you are finished, make sure you click on the **Save Profile** button.