

## Submitting the Survey

You must “submit” your LASSIE survey when it is complete. To submit your survey, go to the **Survey Progress page** by clicking on the tab.

Welcome to the 2008-09 Learn and Serve Program and Performance Reporting Form!

You indicated that you directly operated or managed Learn and Serve-funded service-learning activities between July 1, 2008 and June 30, 2009, and therefore are requested to report on those activities through this survey form. The survey has been divided into sections, indicated by the tabs above. We have also provided you with the table below to track your progress. Each row in the table represents a section of the survey. Once you have begun a section of the survey, the row for the section will turn white. Once the section is completed, the row will turn green. When each row of the table is green, you have completed your report and can submit your survey! Please note that you MUST hit the "Submit Survey" button at the bottom of this page once you have completed the survey in order for your survey to be officially submitted to the system.

Survey Section	Completed Questions	Total Questions	Status
Organization	6	6	Complete
Funding	2	2	Complete
Participants	6	6	Complete
Beneficiaries	4	4	Complete
Program Duration	2	2	Complete
Activities	1	1	Complete
Partners	6	6	Complete
Institutional Support	0	6	Not started
Coordinator	0	6	Not started
Description	0	1	Not started
Training	0	4	Not started
Tech Assistance	0	2	Optional

Each tab contains navigation tools at the top and bottom of the page, allowing you to move forward and backward through the tabs and to save your data. If you are unable to complete the survey all at once, you have the option of saving your data and returning to the site at a later time to complete the survey.

For help in completing the survey, please visit the Online Help Page. The Help Page contains a downloadable copy of the survey form, a worksheet for collecting participant information, a Quick Start Guide, FAQs, and a web-based training session. If you need assistance with a technology-related issue, please contact the LASSIE help desk at 866-337-8751, or send an email to support@lsareports.org. If you have programmatic questions, please contact your granting institution.

When you have completed the survey, please click this button **Submit Survey**

When you verify that you have completed all the survey questions, click on the **Submit Survey** button.

You're done!