


## UNDERSTANDING IMPACT

The most important thing to know about Impact is that it was designed with these priorities:






1. Serve as a one-stop shop for ministry site directors. They will not need to have ancillary databases for kids, volunteers, key contacts, etc.
2. To be a one-stop shop for the chapter itself. Everything that needs to be related to in the YFC movement can be done through Impact.
3. A net reduction of time for a chapter. This criteria is met if someone tracks just what is required by YFC/USA. Most are going far beyond the required reporting using the myriad of tools inside Impact.
4. Empower the Board and Executive Director to better lead their chapter as a result of the data coming from Impact.
5. Provide a tool for YFC/USA to better serve local chapters and ministry sites.

As YFC Impact is integrated into the life of chapters, Boards have better tools to lead the ministry, Executive Directors have better information to manage their chapters, ministry staff and volunteers can keep closer tabs on kids at ministry sites, and the entire movement is better equipped to bring the good news of Jesus Christ to lost kids across our nation.







*The following sections offer a guide to the various Impact users. Wherever you see the  image, please visit <https://www.yfcimpact.net/v> and enter the two letter code to see the Help Video (or menu of Videos).*

## CHAPTER MANAGER

### Monthly



1. On the *Data Submission Schedule (Org Area)*, check for reports/rosters coming due, and alert those responsible ( **OD**)
2. Check the *Ministry Dashboard Report (Org Area, Chapter)* to determine which Ministry Sites have not yet completed their monthly *Ministry Site Data Entry*, and alert Site Directors ( **SM**)
3. Update *Demo & Legal (Org Area, Chapter)* if needed ( **CL**), and submit through the *Data Submission Schedule* – this is still necessary even if no changes ( **OD**)
4. Verify accuracy of Staff, Volunteer, and Board Member Roster Lists; submit through *Data Submission Schedule* ( **OD**)

### As needed



1. Become familiar with new features released, and watch new *Help Videos (Help & Support)*
2. Enter new Staff, Board Members, and Volunteers into YFC Impact ( **PA**) – don't forget:
  - Assign all relevant Attributes, with appropriate Starting Dates ( **AT**)
  - If the person needs access to YFC Impact, create a username and password (or assign randomly), notify the person of them, and assign appropriate *Permissions* or *Permission Set* ( **PP, PS**)
3. Update Staff, Board Member and Volunteer Attributes and demographic information, in particular changes of address, phone number, or email ( **PD**)
4. Enter new Ministry Sites and Meetings, or assist Site Directors with this ( **AM, MA**)
5. Monitor *Automatic Reports (Org Area, Chapter, Reporting)* for incomplete data entry, changes to recipients, etc. ( **AR**)
6. Assist Staff and Volunteers with the site – adjust *Permissions* as needed, add local schools, etc.

## MINISTRY SITE DIRECTORS





### Weekly

1. Enter attendance for associated Meetings if using the *Meetings Area* ( **EA**)
2. Enter Meeting Outcome and run Macro for associated Meetings (if using –  **MO**)

### Monthly



1. Complete *Ministry Site Data Entry* screen, and update Status to “Complete” – if using Derived Data from Meetings and Outcomes, verify that all attendance and Outcomes have been entered ( **SM**)
2. Review Monthly Site Report and Monthly Volunteer Roster (*Automatic Reports*) to ensure all information is up-to-date ( **AR**)

### As needed

1. Enter new youth into YFC Impact – don't forget to enter relevant Outcomes if known ( **PA, OA**)
2. Update youth Person Outcomes ( **QA**)
3. Update active Volunteers and Staff associated with Ministry Site ( **AM**)
4. Enter and/or assign Partnerships ( **PM**)

## FINANCIAL PEOPLE




### Monthly

1. Complete *Monthly Financial Review (Org Area, Chapter, Financial Info* –  **MF**), update Status to “Complete”, and submit through the *Data Submission Schedule (DSS)* screen ( **OD**)

### Quarterly

1. Complete the *Worker's Compensation* form, and submit through the *Data Submission Schedule*

### Yearly

1. June – Complete the *Goal Planning* and *Budget Planning* screens ( **AP**), and submit through the *DSS*
2. October – Complete the *990 Tax Form Upload and Entry* ( **FJ**), and submit through the *DSS*
3. July – Complete the *Yearly Financial Statement* ( **FJ**), and submit through the *DSS*

## MEETINGS AND OUTCOMES

**Meetings:** To set up a Meeting, see MA, MS, MP  
**Weekly Checklist** (or however often a Meeting occurs):

1. Add new youth to YFC Impact, if necessary ( PA)
2. Enter attendance ( EA)
3. Add new youth to Roster ( EA, MP)
4. Update youth Person Outcomes (if using), in particular New Life in Christ Outcomes ( QA)
5. Enter Meeting Outcome and run Macro for it (if using – MO)
6. Update Status of Meeting to “Complete” – **Important Note:** Many Reports will not include Meetings unless they have a Status of “Complete”

**Outcomes:** For overview of Person Outcomes, see OO; for overview of Meeting Outcomes, see MO

**Five Standard Outcomes** ( OS):

1. **New Life in Christ** – whether a youth has decided to enter into a lifelong relationship with Jesus
2. **Gospel Presentation** – the youth was present when the story of Jesus’ death and resurrection was shared
3. **Follow Up** – whether a youth has completed a relational-based follow-up program to ensure basic Biblical literacy.
4. **Church Integration** – whether a youth is now involved in the fellowship of a local church
5. **One-on-One Relationships** – track formal one-on-one relationships

## ATTRIBUTES

For overview of Attributes, see AU. To learn how to enter and edit Attributes, see AA; a Word document is also available for download at <http://www.yfcimpact.net/jda>

**Most important Attributes** to enter and update:

1. **Person Type, Ethnicity** (for all people) – these must be entered when initially adding a person – People Lists, Outcomes, and various Reports are just some of the things in YFC Impact that are highly dependent on Person Type
2. **Roles** (for Staff and Board Members) – important for generating accurate roster lists, and ensuring proper people within the Chapter receive *Automatic Reports*
3. **Core Ministry** (primarily for Staff and Volunteers) – important for generating Core Ministry specific People Lists; can also be entered for Youth and Student Leaders

## REPORTS

### NSC Reports

1. NSC Reports are handled through the *Data Submission Schedule* ( OD), and are distinct and separate from the *Automatic Reports* (see below).
2. To submit the required reports to the NSC, action must be taken through the *Data Submission Schedule* – they are never submitted automatically, nor are they submitted just by changing their Status to “Complete”.
3. The NSC Reports and how often each is due:
  - Monthly Financial Review – Monthly
  - Demographics and Legal – Monthly
  - Board Roster List – Monthly
  - Staff Roster List – Monthly
  - Volunteer Roster List – Monthly
  - Ministry Dashboard Report – Quarterly
  - Worker’s Compensation – Quarterly
  - Budget Planning – Yearly
  - Goal Planning – Yearly
  - 990 Tax Form Upload – Yearly
  - 990 Tax Form Entry – Yearly
  - Yearly Financial Statement – Yearly

### Automatic Reports

1. *Automatic Reports* are sent automatically by YFC Impact and are **only** received by people **within** the Chapter.
2. One of their most important purposes is to alert Staff that a report has incomplete or inaccurate data so that it can be completed or corrected.
3. Please go to *Org Area, Chapter, Reporting, Automatic Reports* for a brief description and purpose of each of these reports ( AR).
4. The *Automatic Reports* and how often each is generated:
  - Ministry Report (By Chapter) – Monthly
  - Ministry Report (By Ministry Site) – Monthly
  - Monthly Financial Review – Monthly
  - Board Roster – Monthly
  - Staff Roster – Monthly
  - Volunteer Roster – Monthly
  - Demographics & Legal – Monthly
  - 990/Yearly Financial Statement – Yearly
  - Ministry Dashboard – Quarterly

### Meeting Reports (if using the Meetings Area)

1. Unless otherwise noted, all reports apply to current active people in the Roster ( MR – each report has a Help Video available from this menu).
2. The Meeting Reports available and a brief description of each:
  - **Meeting People List** – name, phone, address, and email information
  - **Quick Lists** – just one of the following: phone, address, or email information
  - **Mailing Labels** – ability to quickly create and print mailing labels
  - **3 Part Chart** – attendance graph with each bar in three sections: First Timers, New Members, Old Members
  - **Attendance Spreadsheet** – spreadsheet format, divided by Person Type, with total number of meetings in time period per person
  - **Attendance Chart** – attendance graph similar to 3 Part Chart, but with each bar in sections by Person Type
  - **Outreach Retention** – graph and listing of First Timers: whether they became New Members, and whether currently Active or Inactive
  - **Regular Attenders** – listing of those who have attended a certain minimum number of meetings over a certain time period
  - **Attendance Alert** – listing of active people who have not attended the meeting in last the 30 days
  - **Current Spiritual Status\*** – graph and listing of current spiritual status (Christian, Non-Christian, Unknown)
  - **First Timers Spiritual Status\*** – graph and listing of how many youth attending for the first time were already Christians, and how many not
  - **Follow Up Completion\*** – listing of how many Christian youth have not completed a follow up program
  - **One-on-One Relationships\*** – listing of formal one-on-one relationships and type, such as discipleship, skill development, or counseling
  - **People who lead to Christ\*** – listing of those people who have been involved in leading others to Christ
  - **Youth to Adult Ratio** – graph of number of youth per adult in attendance
  - **Recent First Timers** – listing of youth who attended the meeting for the first time in the last 30 days – available only on Meeting Home Page

\* These reports are based on one of the five standard Person Outcomes; if your chapter is not using Outcomes they are unavailable

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