

FSD212 Reporting Procedure

13 August 2016

1. Open FSD212 spreadsheet to **Report** tab (tab at bottom of page).
2. Scroll down to the blue section
3. Enter **your county (EC's) or district (DEC's)**.
4. Enter **EC and AEC directory information**.
5. Enter **ARPSC nets used** information.
6. Select your county **FROM THE DROP-DOWN** in B34
7. Scroll back up to the top.
8. **Enter data for your operation the month column you are reporting on.** For instance, use the January column for January data, and so on.
9. Refer to this chart for row by row instructions:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	FSD-212 Reporting format						County/District								
2	Enter short names of Pub Svc and Em Ops in YELLOW cells														
3	Element	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
4	Members	Number of ARPSC members													
5	Nets & Meetings	Number of ARPSC Nets and Meetings													
6	Net Meet Hours	Number of hours spent in ARPSC nets and meetings; your hours plus all member/vol hours													
7	Pub Svc Events	Number of Public Service Events you worked in this month													
8	Pub Svc Hours	Number of hours put in by ARPSC members and non-member volunteers													
9	PS Evnt Name 1	Name of Pub Svc Event		If more than 2 events,											
10	PS Evnt Name 2	Name of another PS event		list most important 2											
11	Em Ops	Number of emergency operations (includes Skywarn activations)													
12	EmOp Hours	Hours put in on all emergency ops during the month													
13	Em Op Name 1	Name of an Em Op		If more than 2											
14	Em Op Name 2	Name of another Em Op		list only most important 2											
15	Admin Sessions	Number of administrative "sessions" with EOM or other officials or any other overhead purpose													
16	Admin Hours	Overhead hours for EC and AEC; includes doing this report!													
17	Equip Sessions	Sessions (instances) of doing work on equipment (repair, maint, installation, testing, etc.)													
18	Equip Hours	Hours spent on equipment													
19	Miles	Miles driven for all of the above													
20	Travel Hours	Hours spent driving during the month													
21	Expenses	Unreimbursed out-of-pocket expenses incurred													
22	Authorized Submitting Call	Call sign of ham submitting the report this month													

NOTE: THE YELLOW-TINTED ROWS ARE FOR BRIEF TITLES OR IDENTIFIERS FOR PUBLIC SERVICE EVENT AND EMERGENCY OPERATIONS. Enter just enough info so you (and your OEM) will recognize the event. If you have more than two events in the month, identify only the two most important. Text will wrap in these cells, but keep your entry as brief as possible.

10. Sign the report with the call sign of the submitter in line 22.
11. **SAVE THE SPREADSHEET AS: FSD212-County/Dist.xls** where **County/Dist** is your county or district name. This makes it easier to find in archives when questions come up.
12. **Email** your report to reports@ares-mi.org, your DEC and your OEM. Reports are due the 5th of the month following the month being reported. That is the January report is due February 5th, and so on.