

# THE ANNUAL OHA SOCIETY REPORT

Accessed under Secure Forms from the Login and Access link on the Home Page



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Please log in here

Logged in as April Davies

NEED TO REGISTER? CLICK HERE →

## ENTER Secure Forms:

These forms require you to be logged in with the appropriate access level. For creating a username for the first time click the REGISTER link and to RESET your password, click on Forgot Password (in the left panel)... get the [latest Guide and Support](#) here.

Please login before clicking on a form:

1. [Society Annual Report entry](#) – \*Open for 2020
2. [District & Officers Annual Report entry](#) – \*Open for 2020

3. [Request an Insurance Certificate](#)
4. [Add or Manage Your Events](#)

5. [Add a Society Page](#) for the first time. Use the [Society List](#) to edit your page after it has been approved

## FOR DIRECTORS & OFFICERS

6. [Society Report Editing Tool](#) – \*Open for 2020
7. [District & Officers Editing Tool](#) – \*Open for 2020

*Figure 1 is the Login and Access page on gardenontario.org*

All members who will be entering their annual report require a special access added to your log in. If you get an error telling you that you need access, please let the Webmaster know and it will be added. Make sure you are logged in before you click the link to open your report as you see here in Fig 1.

Please read all instructions carefully. If you have any questions, want to submit any feedback, or encounter any errors and need help, please send a message to the [webmaster@gardenontario.org](mailto:webmaster@gardenontario.org).

There are 7 sections to the report, and it includes volunteer hours. The best way to enter the information is to gather it all in one place first. The sections are:

1. Society Identification.
2. Mailing Address and Contact Information of Officers.
3. Planned Activities Report for the current year 2020.
4. Society Annual Information Report for this past year 2019 including membership numbers.
5. Scholarships Report for those who have scholarships (if you answer No on Page 1 – see Fig 2, this won't show).
6. Youth Program Report for those who have a youth club (if you answer No on Page 1 – see Fig 2, this won't show).
7. Volunteer Hours Report which will total so you can verify your entries.

Once you start entering the report, the Next button will save the current page and take you to the next section where you can continue filling in the form.

Your report is due February 1st which includes a summary of accomplishments, membership numbers, and volunteer hours for the year previously ended December 31st as well as society contact, executive contact, and program information for this year.

Some tips to help you complete this report:

- > if using "save and continue later" make sure you keep the email with the link to your report otherwise it will be lost
- > use the OMAFRA report for total membership numbers
- > do not use ALL CAPS
- > mandatory fields are noted with a red asterix \*
- > only submit one report per society

Upon completion, a copy will be emailed to you and your district director.  
Please keep this in a safe place.

- 1 Society Identification   2 Mailing Address & Contact Information   3 Planned Activities Report   4 Society Annual Information Report  
5 Scholarships Report   6 Youth Program Report   7 Volunteer Hours Report

**district \***

please choose your district

01

**legal society name \***

only submit one form per society, use your legal name, and do not use all caps.

**society also known as**

if you use another society name for publications and in the community, please enter it here.

**founding year \***

**floral emblem \***

**annual scholarships \***

did your society give an annual scholarship to an educational facility last year?

- No  
 Yes

**organized youth program \***

did your society have an organized youth program or youth club last year?

- No  
 Yes

[Save and Continue Later](#)

Figure 2 is PAGE 1 of ANNUAL REPORT

The *Save and Continue Later* feature will save your entry as a temporary report that can be accessed **only** by the email link you will receive once you put your email address into the pop-up box that appears when you click 'save and continue'. If this email is misplaced, your report will be lost. The temporary report will expire in 30 days.

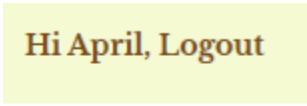
Please note: If there are any fields you have missed or have not entered the expected type of data (a letter in a number field for example, or a word in a date field), they will be flagged in RED so you know which ones to correct before continuing.

**ACCESSING YOUR TEMPORARY REPORT:**

Do not click on the link in the email without first making sure you are logged into our site.

- a. Go to the home page <https://gardenontario.org/> and make sure you are logged in

- i. We have a hello on the top header of the site that you will see if you are logged in... you don't have to log out but the option is there if you need it... if you are not logged in, it will give you a link to log in.



Hi April, Logout

- b. Now you can open the email you received and click on the link to access your temporary report.

\*You can go back a page using the PREVIOUS button to review what you have entered and adjust anything that is required. This data is available for 30 days.

***Use the save and continue feature to efficiently enter your information:***

1. Questions may be revised each year. Open the report and fill in what you can, making note of any questions you may need more information to answer.

\*A good tip is to copy them when you find one you can't answer (or take a screenshot) and paste it into a Word Doc.

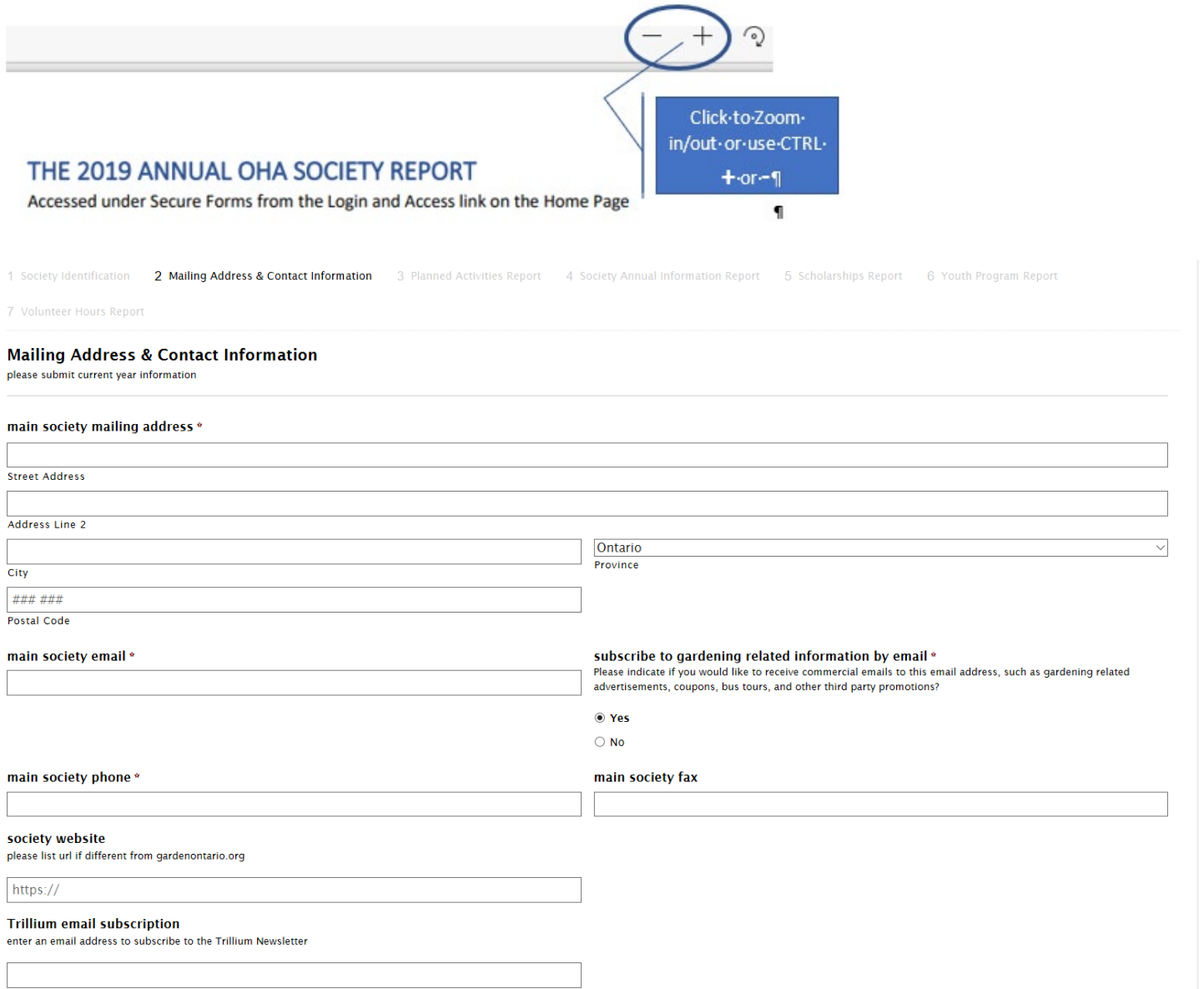
2. Go back in later and review your report adding any info that may be needed submitting the report to complete.

When you have filled in all sections and are satisfied with your report, mark it complete and click the SUBMIT button. A formatted copy of the report will be sent to you and your district director by email.

\*If you need to add or edit any information after you have submitted this online report, please contact your District Director who can make the change for you. This helps to ensure the data is accurate.

Here are the other sections of the report for your information:

\*tip: these will print small - use this file to view and zoom in to make larger



**THE 2019 ANNUAL OHA SOCIETY REPORT**  
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1 Society Identification   2 **Mailing Address & Contact Information**   3 Planned Activities Report   4 Society Annual Information Report   5 Scholarships Report   6 Youth Program Report  
7 Volunteer Hours Report

**Mailing Address & Contact Information**  
please submit current year information

**main society mailing address \***

Street Address

Address Line 2

City

Postal Code

Province

**main society email \***

**subscribe to gardening related information by email \***  
Please indicate if you would like to receive commercial emails to this email address, such as gardening related advertisements, coupons, bus tours, and other third party promotions?

Yes  
 No

**main society phone \***

**main society fax**

**society website**  
please list url if different from gardenontario.org

Trillium email subscription  
enter an email address to subscribe to the Trillium Newsletter

**president \***

<input type="text"/>	<input type="text"/>
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First

Last

**president's email \***

**president's phone \***

**president's mailing address \***

Street Address

Address Line 2

City

  
Province

Postal Code

**do you have a co-president? \***

No

Yes

**do you have a secretary/treasurer? \***

No

Yes

**secretary/treasurer \***

<input type="text"/>	<input type="text"/>
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First

Last

**secretary/treasurer's email \***

**secretary/treasurer's phone \***

**secretary/treasurer's mailing address \***

Street Address

Address Line 2

City

  
Province

Postal Code

**board members \***

list all VPs and Directors serving in the current year (max 20)

position	name	street	city	postal	email	phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### Planned Activities

please submit current year information

when are society meetings? \*

e.g. 3rd Wed Mar-Dec

are your regular meetings held at the same location? \*

Yes

Other

meeting location address

Street Address

Address Line 2

City

Ontario

Province

### ###

Postal Code

membership fees \*

enter your current membership fees as whole dollar amounts in each column without any other characters, decimals, or spaces and if there is an Other, please specify

single

family

other

(specify, other)

anniversary and/or other special events

Max 1,000 characters.

0 of 1000 max characters

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### Society Annual Information Report

as at December 31st

fiscal year end \*

YYYYMMYY

date of most recent ACM \*

YYYYMMYY

adult membership number \*

the adult membership number must be the same as the membership count submitted to OMAFA. The adult membership number MUST include LIFE and NEW members reported below for statistical purposes.

Please enter a number less than or equal to 100000.

life members \*

the society must pay a membership fee into the membership account for those life members, even if it's \$1, to ensure OMA insurance coverage is provided to life members (the life members number is included in the adult membership number above).

Please enter a number less than or equal to 100000.

new members \*

this is the number of members who are new to the society and joined in the year being reported (the new members number is included in the adult membership number above).

Please enter a number less than or equal to 100000.

society events held \*

please check all that apply this year

Select All

Bus Tours

community work

flower shows

garden tours

fundraisers

please include details of any outstanding or unusual fundraisers - max 1,000 characters.

0 of 1000 max characters

highlights \*

summarize last year's outstanding and noteworthy events/accomplishments, in sentence form (do not use point form). This summary will be used in the OMA Annual Report - max 3,000 characters.

0 of 3000 max characters

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### Scholarship Report

as at December 31st

scholarships given \*

list all scholarships given to December 31st of last year (max 4)

educational facility	town	qty	value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

do you plan to give the same or different scholarships this year? \*

if different, please summarize your current year's scholarship

Yes

Other

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**Youth Program Report**  
as at December 31st

**Send OHA Youth Communication by:**

Email

Mail

Do not send

subscribe to the Youth News  
enter an email address to subscribe

**youth membership number \***

Please enter a number less than or equal to 100000.

**youth club fee \***

**youth leadership \***

name	street	city	postal	email	phone-cell#	date of check
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**youth club report \***

Please explain in detail the activities of your youth work, including any costs related to administration, number of competitions, where meetings are held and content of meetings. Also answer how are projects chosen and if the youth members elect their own officers - max 1,000 characters.

2 of 1000 max characters

**youth club comments**

Please add ideas or suggestions you feel will be helpful to other clubs. \*Please check the OHA Awards Booklet, located under Resources, for the Youth Club Grant criteria - max 1,000 characters.

4 of 1000 max characters

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**Society Volunteer Hours**

Volunteer hours illustrates how valuable we are in our communities and across Ontario. As an analytical tool, volunteer hours can also be used to determine where time is being spent within a society, district, or organization which helps us make important decisions on programs, fundraising, and budget.

**Entry Instructions:**

Please enter only numbers without any letters, commas, or decimals.

**1. Community events \***

hours spent working at local fairs, community outreach programs, plant sales... for example: Communities in Bloom, Canada Blooms, CNE, and any media (newspaper, radio, website, Facebook, etc.).

Please enter a number from 0 to 100000.

**2. Executive, board, and monthly meetings \***

hours spent at executive and board meetings times number of members attending. Include set-up and planning of regular meetings (not time during meetings).

Please enter a number less than or equal to 100000.

**3. Executive, board, and committee planning \***

record hours spent on administration and planning of events and meetings (amount of time spent planning and preparing times number of executive and board members).

Please enter a number less than or equal to 100000.

**4. Flower shows and garden tours \***

record planning and preparation time (do not include time attending or viewing gardens by members).

Please enter a number less than or equal to 100000.

**5. Administration of: Planning, planting, and maintenance \***

community gardening, conservation and environmental projects and partnerships (record time spent in activity times number of volunteers participating).

Please enter a number less than or equal to 100000.

**6. Special events \***

workshops, seminars/courses, district AGM, OHA convention hosting, etc. (planning, volunteering, and/or representing society as a delegate).

Please enter a number less than or equal to 100000.

**7. Yearbook, newsletter, website, social media \***

time spent planning yearbooks, newsletters, developing and maintaining websites, and social media.

Please enter a number less than or equal to 100000.

**8. Youth activities \***

time spent working with youth in schools, youth groups, and within societies, etc.

Please enter a number less than or equal to 100000.

**9. Other \***

list any hours and then define what "other" is below.

Please enter a number less than or equal to 100000.

**Total Hours Reported**

this total should agree with your calculations, please double check your numbers before submission.