

THE ANNUAL OHA SOCIETY REPORT

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



About Get Involved News Resources

Please log in here

Logged in as Kelly Taylor

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. OHA Society Annual Report entry - *Open for 2022
2. Request an Insurance Certificate
3. Add or Manage Your Events
4. Add a Society Page for the first time. Use the Society List to edit your page after it has been approved

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

All members who will be entering their annual information report requires 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 ohawebmastertim@gmail.com.

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 2023.
4. Society Annual Information Report for this past year 2022 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.

Annual Society Information Report for 2022

Your report is due February 1st which includes a summary of accomplishments and how the pandemic has impacted your society, membership numbers, and volunteer hours for the year previously ended, as well as society contact, executive contact, and program information for the current 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 actual membership numbers for 2022
- > do not use ALL CAPS
- > mandatory fields are noted with a red asterisk *
- > 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 Volunteer Hours Report

District *

Please choose your district

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.

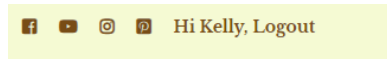
Please note: If there are any fields you have missed or have not entered the expected type of data (a letter in a number field for example, or a word in a date field), they will be flagged in RED so you know which ones to correct before continuing.

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.



- 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 the OHA Secretary 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:

- 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

Ontario

Province

##

Postal Code

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

https://

Trillium Email Subscription

Enter an email address to subscribe to the Trillium Newsletter. (Effective January 2023 No New or Renewed Hard Copy subscriptions Will Be Offered. Current subscriptions will be honored)

How Does Your Society Govern?

- President, Vice President, Second Vice President, Structure
 By Committee

Committee Main Contact

If your society is governed by committee please provide the main contact information. Please ensure secretary and treasurer contact information is provided below in their respective fields

First

Last

Committee Main Contact Email

Committee Main Contact Phone

Committee Main Contact Address

Street Address

Address Line 2

City

Province

Postal Code

Country

President

First

Last

President's Email

This is the email address that the OHA will contact you at.

President's Phone

President's Mailing Address *

Street Address

Address Line 2

City

Ontario

Province

##

Postal Code

Do You Have A Co-President? *

No

Yes

Do You Have A Secretary/Treasurer? *

Yes if combined position... no if two positions.

No

Yes

Secretary *

First

Last

Secretary's Email *

This is the email address that the OHA will contact you at.

Secretary's phone *

Secretary's Mailing Address *

Street Address

Address Line 2

City

Ontario

Province

##

Postal Code

Treasurer *

First

Last

Treasurer's Email *

This is the email address that the OHA will contact you at.

Treasurer's Phone *

Treasurer's Mailing Address *

Street Address

Address Line 2

City

Ontario

Province

##

Postal Code

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[Save and Continue Later](#)

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

Ontario

City

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 *

(dd/mm/yyyy)

dd/mm/yyyy

Date Of Most Recent AGM

(dd/mm/yyyy) If no AGM has occurred this year, please leave blank or list last year's date.

dd/mm/yyyy

Adult Membership Number *

Please enter the adult membership for the year 2022 (this year's OMAFRA report should reflect your numbers for the previous year 2022). 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 OHA 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 2022 (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
- plant sales
- garden tours
- none

As Pandemic Restrictions Lesson What Has Been The Impact On:

Bus tours, community work, flower shows, garden tours, plant sales, and other society events. Please explain:

0 of 1000 max characters

As Pandemic Restrictions Lesson What Has Been The Impact On:

Board meetings, general meetings, Annual General Meetings, membership and finances. Please explain:

0 of 1000 max characters

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 Society Annual Report. Please contribute a max of 550 characters of the important highlights of activities undertaken by your society.

0 of 550 max characters

Financial Impact *

Choose one of the following options to summarize how your society was impacted financially during this transition out of the pandemic

- Made Money Broke Even Lost Money

What Was Accomplished Or Carried Out During This Transition Out Of The Pandemic *

Not included elsewhere

As We Transition Out of The Pandemic, What Had To Be Put On Hold Or Cancelled *

Not included elsewhere

Scholarship Report

As at December 31st

Scholarships Given *

List all scholarships prior to December 31st of last year (max 8)

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 Scholarship(s) This Year? *

If different, please summarize your current year's scholarships

Yes

Other

[Save and Continue Later](#)