



## 2024 REPORTING GUIDANCE & RESOURCES

### REPORTING TIMELINE

By August 1, 2024, please report activities held between July 1, 2023 and June 30, 2024. Your Litter Index should have also been completed within that time.

### PRESIDENT'S CIRCLE STANDARDS

We have updated President's Circle Standards to reflect the changes made in 2024—notably the increase in affiliate dues and the expansion of how you can get credit for training hours.

You can view the updated President Circle Standards [here](#).

### EVENT REPORTING

The resources linked below provide step by step guidance on how to report your activities and events on the Hub. The more activities you report, the better. As a reminder, you are required to report an activity per impact area— 1) litter, 2) beautification/greening, and 3) recycling/waste reduction.

[Reporting on the Affiliate Hub webinar](#)

[Guide to Reporting on the Hub](#)

### REPORTING TRAINING HOURS

KAB requires that the Affiliate Leader/Executive Director/Coordinator/President/Team Leader completes 6 hours of training annually.

Credit may be earned at KAB's National Conference, in-person or virtual/on-demand Executive Director, Program or Event Trainings by KAB staff, KAB live and pre-recorded/on-demand Webinars, KAB's 'Do Beautiful Things' podcast episodes, or other KAB Speaking Engagements.

In 2024, up to 3 of these 6 hours may also be earned at State Affiliate annual conferences and/or meetings, as well as other meetings/trainings (e.g. SWANA, State EPA or the equivalent).

You will automatically receive credit on your Hub profile for attending the KAB National Conference and any live KAB-run webinars you registered for.

To report your on-demand trainings, State Affiliate conferences/meetings, and other professional trainings/meetings please follow these steps:

- On the Affiliate Hub, click on “Resources” dropdown, select “Webinars & Training”
- Click on green “Submit On-Demand Training Form” button on top of page
- Complete training form

If you still need hours to meet the requirement, leverage our on-demand training library.

Click here to visit [Keep America Beautiful’s library of recorded Webinars & Trainings](#)

## **REPORTING YOUR COMMUNITY APPEARANCE INDEX (CAI)**

To report your CAI results, please follow these steps:

- On the Affiliate Hub, click the “My Affiliate” Dropdown and select Community Appearance Index
- On top of this page click on “Click Here to Complete Community Appearance Index”
- A form should open up for you to input your results.

Note that you are only required to report on your litter index to meet President’s Circle standards.

## **GOVERNANCE REPORT**

To submit your governance report, please follow these steps:

- On the Affiliate Hub, click the “My Affiliate” dropdown, select “Affiliate Info”
- Click on your affiliate name, this will take you to your Affiliate Account page
- On top of page click “Fill Out Governance Report” button

Note that you are required to submit a governance report even if there have been no changes in your information or affiliate structure within the past year. Submitting a governance report will help you meet the following President's Circle Requirements:

- Update Affiliate Profile Annually
- Active Affiliate Leader
- Active Affiliate Board of Directors

## **ONE SHARED BRAND REPORTING**

To report your compliance with One Shared Branding Guidelines, please upload your affiliate's logo by following these steps:

- On the Affiliate Hub, click the "My Affiliate" dropdown, select "Affiliate Info"
- Click on your affiliate name, this will take you to your Affiliate Account page
- Scroll down to the section called "Presidents Circles"
- Click on "Your Affiliate Name - Presidents Circle 2024"
- Upload your logo in the 'Files' section at the bottom

You can [review One Shared Brand Guidelines here](#). If you need to bring your logo into compliance, KAB can provide design files. Please contact your Regional Director if you need these design files.

## **TRACKING YOUR PROGRESS**

You can view your 2024 President Circle status by following these steps:

- On the Affiliate Hub, click the "My Affiliate" dropdown, select "Affiliate Info"
- Click on your affiliate name, this will take you to your Affiliate Account page
- Scroll down to the section called "Presidents Circles"
- Click on "Your Affiliate Name - Presidents Circle 2024". This section will show checked boxes for everything you have completed.

Please note that KAB is finalizing back-end automations so that you can get an accurate view of your progress before the August 1<sup>st</sup> deadline. Note that while this is finalized, some of your requirements may be not showing up as 'checked off' even if you have completed them. We recommend reviewing the President's Circle Standards document to ensure you are meeting all the requirements. We also advise logging into your Hub account 2-3 days before the deadline to verify that you have completed everything. If something is missing then, please reach out to your RD or join one of our office hours.

## **OFFICE HOURS**

If you need help with a quick question or are curious about your progress, Keep America Beautiful's Affiliate Services Department will also be hosting a series of Office Hours to assist the network with your reporting questions.

Please note that sessions will not be recorded. The sessions are not required, and will not count towards your training requirement. These sessions will include one or more KAB staff members to assist you with your Affiliate Hub reporting questions. You will need access to a computer and the ability to share your screen would be greatly appreciated. The schedule with links to register are below:

[Thursday, July 25, 2:00-3:00 Eastern](#)

[Friday, July 26, Noon-1:00 Eastern](#)

[Monday, July 29, 2:00-3:00 Eastern](#)

[Tuesday, July 30, 11:00-Noon Eastern](#)

[Tuesday, July 30, 3:00-5:00 Eastern](#)

[Wednesday, July 31, 12:00-4:00 Eastern](#)

[Wednesday, July 31, 5:00-6:00 Eastern](#)