**GO MOVEMENT REPORTING OVERVIEW**

Dear National Coordinators, Continental Leaders and Global Partners,

This is to inform you that we have further developed and improved the reporting to three levels – National report, Regional Coordinators report and the local Church report. We have attahed the three forms relating to each reporting level. We give below the idea behind each report for a better understanding:

1.**Local Church Report Format**: This is to have the local church to track or follow up with the new believers or witness someone who receives Christ. This will help us understand how the discipleship process took place, hence, improving it. The excel form is for the local Church pastor/leader. They need not submit this to GO Movement but rather use it as a tool to document the various discipleship processes they use to follow up every believer to have them integrated into the Church.

2. **The Regional Coordinator Format**: This form is to be filled by the Regional Coordinator who collects the information from every Church and then compiling it together in a list and then sending this to the national coordinator. Detailed informations are optional like the contact information of the pastor, although it is helpful to document it. Therefore, we encourage to add as much information as possible to attain a verifiable reporting process. Ideally for every Church there will be a numeric report which would help someone who would like to receive more details of what happened or would like to verify it, can be realized. The local Church can be asked to share testimonies besides giving reports.

3. **The National Report Format**: This report requires an overview, the summary, what happened, numeric report, financial report, this also includes gifts in kind, which means the contribution of all the volunteers of all the believers, ministries, materials, etc. This can be an estimate. A temproary report can be sent while activities are taking place and a final report can be sent later with all the detailed information. It is good to have the first update by the end of June. That will be our goal.

Don’t hesitate to clarify if you have any questions or queries. We also welcome your suggestions. You are free to customize the forms to your country’s specifics by not compromising on the basic details required. We would like this to be a learning experience for one another and apply this practice world wide.

Reporting forms will be sent to the facilitators - Nadia, Shalom and Anita. They will look into it and then send it to the international office.