**Ministry Milestone Guidelines**

For questions, email ISIField@isionline.org

1. REPORTING DEADLINES

Your statistics are due on the 10th of every month or, if the 10th falls over the weekend, reports are due on the business day prior to the 10th. You must turn in your statistics to your supervisor, RFD, and ISIField@isionline.org by that day.

1. STATISTICS FORMS

The Excel statistical reporting form is available our Ministry Operations website [HERE](https://www.isiministryoperations.org/reporting.html). The consistent forms help us to more efficiently and accurately compile the data for our national summaries. For more information on how to report the numbers, please see the ministry milestone summary [HERE](https://www.isiministryoperations.org/reporting.html) on the Ministry Operations website.

1. MONTHLY NUMBERS

In general, your monthly figures should reflect only the new growth in each category for the month, so you are telling us only what is "new" for each month. There are a few categories that can include a “carryover” in the beginning of the school year. Please see “Carry-Over” info below. Please consult the category summary found [HERE](https://www.isiministryoperations.org/reporting.html) on the Ministry Operations website for a detailed description of each category.

1. CARRY-OVER

Please keep in mind that at the beginning of a school year, it is necessary for you to report within the first 3 months any carryover numbers (e.g. students, volunteers or churches you worked with in the previous year who continue to be involved in the new school year) in each category with the exception of the Decisions, Introducing and Reproducing categories. This gives an up-to-date picture of the scope of your ministry for the new year.

1. GOALS

Your Regional Director and/or City Director will contact you to mutually develop yearly goals for your ministry results for each of these categories based on the unique dynamics of your local ministry. It is our desire that the goals you each set will be seen by all involved as faith goals and that they will be utilized in that spirit. If you have any further questions or need further explanation, please contact your Regional Field Director or ISIField@isionline.org for assistance.

We appreciate your help in gathering this information and feel it is invaluable as we respond to donors (especially foundations), share ministry vision, and assess our effectiveness in ministering to students and building the base of church and volunteer relationships that are so key to our mobilization strategy. Please know that, like you, we are trusting God for the ministry of ISI's team measured by these milestones and statistics.