



**MERCYPARTNERS®**

## SIT-REPs

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### **What are Situation Reports (SIT-REPs), and when do I use them?**

Situation Reports are designed to express the details of a particular week, where you will express the state, condition, status, and activities of your mission field. You will be asked to discuss a project or the program allotted to you or coverage of an issue that requires communication. You will be playing the reporter role. You must gather pertinent details and piece them together in a cohesive way that paints a clear picture of the situation. Our online form via the SIT-REP portal will guide you through the reporting process because the form has questions and text fields for your responses.

A well-crafted Situation Report can benefit the mission by giving directors and staff the information necessary to make important decisions. Furthermore, the story and/or testimony you are requested to provide every other week via the Sit-Rep will give us essential information to share with partners worldwide about their impact in charitable giving.

SIT-REPs are filed by Global Partners each week. Each week the SIT-REP receives an assigned number, such as WEEK 01. This is so that the forms are labeled for the 52 weeks of the year for easy filing. SIT-REPS are to be filled out and submitted on Saturdays. Please note, report only on Saturdays, and always confirm the week number on the form before submitting. (Week numbers may change on the form on Saturday of each week). You may be excused from submission on a Saturday if you are away from accessing the internet or on a field mission. If this happens, please email Thomas at [thomas@mercy-partners.org](mailto:thomas@mercy-partners.org) describing your situation and intention.

Once your SIT-REP submission is received, you will receive an emailed REACTION from Thomas to your SIT-REP. Expect reaction emails sent to you by Monday nights or within 48 hours. YOUR replies to each reaction email are to be sent by each Wednesday night.

IF we are still waiting to receive your replies to our communication via email and/or WhatsApp: In that case, this situation is considered as a “backlog in communication,” in which the online SIT-REP portal will be locked and made unavailable to you until any pending communication requested of you is completed. This is only to avoid the stress that comes with an overwhelming demand of pending communication and the confusion it may cause for all of us involved.

REPORTING LINK: <https://www.bridg-campus.online/resources/sit-rep-portal>

— In advance, thank you for your diligent efforts!