

Some FAQ:

- **What is a contact?** a contact is an interaction with a member of the public.
- **My activity fits multiple categories, what do I do?** Go with the activity that fits closest. If you are not sure, email Meg.
- **What if the org or the project is not listed?** Contact Meg. She will ensure they have the proper paperwork and add it to the system.
- **I am being asked to answer more questions than what is in this chart, do I have to answer them?** No, the required questions are listed in this chart, but we would love your answers to the optional ones as well.

