



Volunteer Tennessee



TO: AmeriCorps Program Directors
 DATE: March 24, 2014
 FROM: Jamie S. Dent, Senior AmeriCorps Program Officer
 RE: Updated Reporting Requirements for 2013-2014 Program Year

Below are the updated reporting deadlines for the 2013-2014 program year. Please review these dates carefully.

All Financial Status Reports AND Progress Reports must be submitted via email to Jamie.S.Dent@tn.gov and Zanquetta.Gray@tn.gov. If at any time you find that you cannot submit a report by the deadline, you may submit a written request for an extension. Extension requests must be received **BEFORE** the due date.

The following charts outline all reporting requirements. If you have any questions about expectations for 2013-2014 reporting, please contact your program officer.

Financial Status Reports: Due via email by 3:00 p.m. Central Time

<u>Due Date</u>	<u>Period Covered</u>
October 15, 2013	July 1, 2013 – September 30, 2013
January 15, 2014	October 1, 2013 – December 31, 2013
April 7, 2014	January 1, 2014 – March 31, 2014
July 15, 2014	April 1, 2014 – June 30, 2014
October 10, 2014*	July 1, 2014 – September 30, 2014
January 14, 2015	October 1, 2014 – December 31, 2015

**Current programs with August/September start dates should submit two FSRs for July 1 – September 30, 2014: one for the 2013-2014 program year and one for the 2014-2015 program year.*

Progress Reports: Due via e-mail (using Word template) by 3:00 p.m. Central Time

Fall Start Programs

<u>Due Date</u>	<u>Period Covered</u>
April 7, 2014	October 1, 2013 (or your program start date) – March 31, 2014
October 10, 2014	April 1, 2014 – September 30, 2014

January Start Programs

<u>Due Date</u>	<u>Period Covered</u>
February 1, 2014	October 1, 2013 – December 31, 2013 (for the 2012-13 program year)
April 7, 2014	January 1, 2014 – March 31, 2014
October 10, 2014	April 1, 2014 – September 30, 2014
February 1, 2015	October 1, 2014 – December 31, 2014 (for the 2013-14 program year)

WILLIAM R. SNODGRASS TENNESSEE TOWER • 312 ROSA L. PARKS AVENUE, 18TH FLOOR • NASHVILLE, TENNESSEE 37243-1102

PHONE: VOICE (615) 253-8585 • FAX (615) 741-1789

WWW.VOLUNTEERTENNESSEE.NET

THE MISSION OF VOLUNTEER TENNESSEE IS TO ENCOURAGE VOLUNTEERISM AND COMMUNITY SERVICE

THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER • RECYCLED PAPER