



# Volunteer Tennessee



TO: AmeriCorps Program Directors  
 DATE: August 1, 2014  
 FROM: Jamie S. Dent, Senior AmeriCorps Program Officer  
 RE: Reporting Requirements for 2014-2015 Program Year

Below are the reporting deadlines for the 2014-2015 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](mailto:Jamie.S.Dent@tn.gov) and [Zanquetta.Gray@tn.gov](mailto: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 2014-2015 reporting, please contact your program officer.

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

Due Date	Period Covered
October 10, 2014	August 1, 2014 – September 30, 2014
January 15, 2015	October 1, 2014 – December 31, 2014
April 10, 2014	January 1, 2015 – March 31, 2015
July 15, 2015	April 1, 2015 – June 30, 2015
October 10, 2015*	July 1, 2015 – September 30, 2015
January 15, 2016	October 1, 2015 – December 31, 2015

*\*Current programs with August/September start dates should submit two FSRs for July 1 – September 30, 2015: one for the 2014-2015 program year and one for the 2015-2016 program year.*

**Progress Reports: Due via e-mail by 3:00 p.m. Central Time.**

**Fall Start Programs (typical)**

Due Date	Period Covered
April 5, 2015	October 1, 2014 (or your program start date) – March 31, 2015
October 5, 2015	April 1, 2015 – September 30, 2015

**January Start Programs**

Due Date	Period Covered
February 1, 2015	October 1, 2014 – December 31, 2014 (for the 2013-14 program year)
April 5, 2015	January 1, 2015 – March 31, 2015
October 5, 2015	April 1, 2015 – September 30, 2015
February 1, 2016	October 1, 2015 – December 31, 2015 (for the 2014-15 program year)

WILLIAM R. SNODGRASS TENNESSEE TOWER • 312 ROSA L. PARKS AVENUE, 18<sup>TH</sup> 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