MEMO

August 16, 2012

TO: All Florida AmeriCorps State Programs

FROM: Cat Keen, Director of National Service Programs

RE: Reporting Requirements for 2012-2013

Volunteer Florida is pleased to be working with exceptional AmeriCorps programs for the 2012-2013 program year. We are extremely proud of the accomplishments of AmeriCorps programs in the state. It is our intent and responsibility to fully acknowledge and promote the outstanding impact of your work in local communities.

Attached is a chart that outlines the reporting requirements for the 2013-2013 program year. All reporting (except those programs submitting monthly reports) will be submitted in written format to your Program Consultant using the Volunteer Florida Progress Report template. Programs will be required to submit the Volunteer Florida Progress Report quarterly unless a different schedule is approved by your Program Consultant.

Please remember that the progress report is the tool used to show the accomplishments of your program. It is important that these reports clearly show progress, accountability, and are submitted in a timely manner.

Volunteer Florida will utilize the information that you submit in these reports to not only meet our national reporting requirements, but also promote national service on a state-wide level. Again, we appreciate your outstanding work addressing critical community needs. If you have additional questions regarding the reporting requirements, please contact your program consultant. We look forward to a great year!

REPORTING REQUIREMENTS FOR
FLORIDA AMERICORPS STATE
2012-2013 PROGRAM YEAR

For PROGRAMS WITH AN AUGUST START DATE

Your 2012-2013 program year is August 1, 2012 – July 31, 2013.
Your reporting period is as follows:

Reporting Periods	Due Date
08/01/12 – 10/31/12	11/16/12
11/01/12 – 1/31/13	02/15/13
02/01/13 – 04/30/13	05/17/13
05/01/13 – 07/31/13	08/16/13

For PROGRAMS WITH A SEPTEMBER START DATE

Your 2012-2013 program year is September 1, 2012 - August 31, 2013.
Your reporting period is as follows:

Reporting Periods	Due Date
09/01/12 – 11/31/12	12/14/12
12/01/12 – 02/28/13	03/15/13
03/01/13 – 05/31/13	06/14/13
06/01/13 – 08/31/13	09/13/13

For PROGRAMS WITH A JANUARY START DATE

Your 2012-2013 program year is January 1, 2013 – December 31, 2013.
Your reporting period is as follows:

Reporting Periods	Due Date
01/01/13 – 03/31/13	04/12/13
04/01/13 – 06/30/13	07/12/13
07/01/13 – 09/30/13	10/18/13
10/01/13 – 12/31/13	01/17/14