



QUARTERLY PARTNER AGENCY REPORT

Agency Name _____

Date _____

Report prepared by _____

Phone _____

QUARTER THIS REPORT COVERS:

1st QUARTER
(Mar 1 – May 31)
DUE 6/30

2nd QUARTER
(Jun 1 – Aug 31)
DUE 9/30

3rd QUARTER
(Sep 1 – Nov 30)
DUE 12/31

4th QUARTER
(Dec 1 – Feb 28/29)
DUE 3/31

Quarterly Allocation (from previous quarter)\$ _____

- 1) Please give a detailed description and breakdown of how the quarterly allocation was used for the program and services rendered. (include an itemized budget list).

- 2) How many people has your organization helped with United Way Funds this quarter?

- 3) Success Story for local PR (we will be using this information for our newsletter & Facebook page)

- 4) Have there been any changes in your organization this quarter?
(i.e. new program, deletion of program, staff changes, funding issues, etc.)

- 5) Please provide examples of how your organization has promoted HCUW this quarter.