**Submitting Rural Reporting Documentation**

The Rural programs each submit their project data reports quarterly to the Tennessee Coalition Rural Program Specialist. You will be sent all the reporting forms and will be required to attend a training on reporting soon after your hire date. As the Rural advocate for your agency, you are responsible for maintaining ongoing record of your Rural programmatic activities and reporting those activities back to the Coalition.

The reporting due dates are set as follows:

1st Quarter (Jan – Mar) due April 10th

2nd Quarter (Apr – Jun) due July 10th

3rd Quarter (Jul – Sep) due October 10th

4th Quarter (Oct – Dec) due January 10th

If you are the person responsible for submitting these reports for your program, the Coalition Program Specialist will send you two reminder emails, one and two weeks prior to every due date. The 2nd and 4th quarter due dates are especially important to keep since the Coalition must submit aggregated reports to OVW in July and January every year.

Surveys collected at training and community education events are due along with your quarterly reports every quarterly due date.

During 2nd and 4th quarter reporting periods, programs are also required to submit their Professional Development Sheets. This item is due at the same time as the 2nd and 4th quarter reports and you will receive reminder emails that it is due as well. The professional development form can be found in the Rural Advocate Survival Kit.

**A note on Professional Development Sheets:**

Your Professional Development Sheet is for recording the trainings that you have attended not trainings that you conduct. If you attend a conference, you must record each individual session that you attend; it will not suffice to only list the conference as one training attended. I recommend that you set a weekly reminder to yourself to enter your Professional Development time so your spreadsheet will stay up to date and be ready for submission come reporting times.

Submit all reporting data to Megan Batista, Rural Program Specialist at mbatista@tncoalition.org.