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CDP
CONGRESSIONAL
DISTRICT PROGRAMS
Empowering People to Help People

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Quarterly Activity Report

Program Name: _____ Account #: _____

This form should be used to notify CDP of your project's activity each quarter throughout the year. Please complete each area and be as detailed as possible. Additional sheets can be attached if necessary.

1st Quarter (Jan-March) 2nd Quarter (April-June) 3rd Quarter (July-Sept) 4th Quarter (Oct-Dec)

I. Significant Activities- What are the major activities the program is involved in on a daily or weekly basis?

II. Planned Activities – Are there any upcoming fundraisers, events, seminars, conferences, trips, etc. planned? What are your future goals for the program? Are you planning on hiring staff?

III. Results of Activities – What highlights or accolades have you or your program accomplished or received because of the project's activities? How has the program helped the community or project participants?

IV. Communications – Have you developed a website, blog, social networking site, newsletter, donor letters, etc. for the program? Please provide details.

V. Supporting Documents – Please attach all program marketing items (brochures, pamphlets, flyers), press releases, newspaper articles, blog posts, etc. written about or by the program.

Program Manager Signature: _____ Date: _____

CDP Staff Initials: _____ Review Date: _____ Approved: Yes No