

Partner/Contact Outreach Activity Report

Please use this form to record your volunteer activities. Your data is very important for the current and future success of our programs.

1. Partner/Contact Name: _____

2. Number of Volunteers: _____

3. Beginning Date of Activity: _____ Ending Date of Activity: _____

4. Type of activity conducted. Please check only ONE item. If you conducted more than one activity, please use a separate Form 13315 for each activity.

- Teaching Volunteer Income Tax Assistance (VITA) _____
- Outreach — Media _____
- Outreach — Mailings _____
- Outreach — All Other _____
- EITC — Media _____
- EITC — Mailings _____
- EITC — All Other _____
- E-Services — Media _____
- E-Services — Mailings _____
- E-Services — All Other _____

5. How many taxpayers did you reach during this activity? _____

6. Description of Activity

Our office values your feedback. Please share stories, comments, or any additional information.

Instructions for Completing Form 13315

All Partners who participate in the Internal Revenue Service (IRS) Stakeholder Partnerships, Education and Communication (SPEC) outreach activities are asked to complete Form 13315 immediately following the activity. Please forward completed Forms 13315 to your local SPEC Territory office.

SPEC Territory Managers, or their designee, should enter this data into QIER, in the month the event occurred for timely transmission to the Detroit Computing Center (DCC).

Line 1 — Partner or Contact Name

Line 2 — Enter the number of volunteers participating in the outreach activity. Record volunteers only once per fiscal year. If volunteers participate in more than one outreach activity, then please only report the volunteer once to SPEC and not each time they participate in an event.

Line 3 — Dates outreach activity was conducted.

Line 4 — Select from the list of activities the type of outreach being conducted. If the list does not specify the outreach type, then please explain on line 6 — Description of Activity.

Line 5 — Enter the number of taxpayers contacted through this outreach activity. The number of taxpayer contacts is based on a reasonable correlation between the tax law information provided in the outreach event and the targeted audience. The targeted audience is the estimated number of listeners, subscribers, seminar participants, or the television audience, etc., who will benefit from the message being delivered (i.e., EITC information given to low income taxpayers). Targeted audience information should be obtained before the outreach event, if possible.

Line 6 — Please provide a brief description of the outreach activity and the resources used to target the audience, if applicable.