

# Partner/Contact Outreach Activity Report

(See instructions on reverse)

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

1. Coalition or Partner Name: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Number of Volunteers: \_\_\_\_\_
4. Beginning Date of Activity: \_\_\_\_\_ Ending Date of Activity: \_\_\_\_\_
5. 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.

|                     | Media<br>Contacts        | Non-Media<br>Contacts    |
|---------------------|--------------------------|--------------------------|
| Compliance Outreach | <input type="checkbox"/> | <input type="checkbox"/> |
| EITC Outreach       | <input type="checkbox"/> | <input type="checkbox"/> |
| E-Services Outreach | <input type="checkbox"/> | <input type="checkbox"/> |
| All Other Outreach  | <input type="checkbox"/> | <input type="checkbox"/> |

6. How many taxpayers/partners did you reach during this activity? \_\_\_\_\_

7. Description of Activity and how the targeted audience was determined.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. To be completed by the IRS Territory Office Only:

|             |                          |
|-------------|--------------------------|
| Date Input: | Input By / (Name & SEID) |
|-------------|--------------------------|

---

**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 STARS, in the month the event occurred for timely transmission.

**Line 1** — Coalition or Partner Name. Enter the name of the Coalition or Partner that performed the outreach event.

**Line 2** — Enter the name of the contact.

**Line 3** — 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 4** — Dates outreach activity was conducted.

**Line 5** — 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 6** — Enter the number of taxpayers contacted through this outreach activity. Please distinguish between Media and Non-media events. 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 7** — Please provide a brief description of the outreach activity and the resources used to target the audience, (i.e., Conducted a seminar for low income housing recipients, 9,000 low income taxpayers attended that were currently in the program, EITC rules were discussed and Form XXXX was distributed).

**Line 8** — To be completed by the IRS Territory Office only: Enter the date the activity was entered into STARS and SEID for the individual performing the data input.

---

**Privacy Act Notice**— The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.