



# United Charitable Programs

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UCP Use Only: UCP #: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Other: 2013 Annual Activity Report

## 2013 Annual Activity Report

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Program Name: \_\_\_\_\_ Account #: \_\_\_\_\_

This form should be used to notify UCP of your program's activity for the year in review. Please complete each area and be as detailed as possible. Additional sheets can be attached if necessary. Annual Reports are due to UCP by **April 15, 2014**. UCP uses our programs' Annual Reports for activity verification, federal and state filings and other important processes. If an Annual Report is not received by UCP by **April 15, 2014**, the program will be **inactivated and closed**.

### I. Progress and Results

1. Describe the progress made in 2013 toward the goals and objectives of your program.

2. Detail your program's activities, services, fundraisers and events (i.e. who you have helped and what help was provided, what events or fundraisers has your program held and please include the dates of each event). Have you applied for any grants? If so, please include a copy of each proposal.

### II. Successes and Challenges

1. Describe the significant successes and challenges your program experienced this past year.

2. Provide numbers (or estimates) for:

\_\_\_\_\_ - Number of Volunteers

\_\_\_\_\_ - Participants in program's activities

\_\_\_\_\_ - Number of Events

\_\_\_\_\_ - Number of Fundraisers

\_\_\_\_\_ - People who have used program services

\_\_\_\_\_ - People the program has impacted

\_\_\_\_\_ - Attendees of program events

### III. Future Plans

1. Address any changes to program activities that will be made based upon the past year's challenges, successes and results.

2. Describe any future planned events, services, activities, fundraisers, etc.

### IV. Additional Information

1. Share anything else that happened during the past year that impacted the program, either positively or negatively.  
(Optional)

2. Please attach copies of any promotional materials or supplemental information. Indicate below your program's:

Website: \_\_\_\_\_ Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_ Other: \_\_\_\_\_

Program Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Program Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Please note that UCP reserves the right to include these items in our Form 990 and other promotional materials as we see fit.

UCP Staff Use Only: Approved: \_\_\_\_\_ Entry Date: \_\_\_\_\_