

Workforce Response Team (WRT) Quarterly Program Report EWTF Guidance Department of Community Colleges and Workforce Development	Topic: EWTF
	Effective: July 1, 2007 Revised: August 1, 2007
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Department of Community Colleges and Workforce Development

Workforce Response Team – EWTF WRT Quarterly Program Report

Workforce Response Team Region:
 Workforce Response Team Staff Submitting Report:
 Quarter Dates for this Report:

(WRT Quarterly Program Report must be submitted electronically in Microsoft Word format timelines listed below)
 ❖Qtr ending September 30, report due October 31 ❖Qtr ending December 31, report due January 31
 ❖Qtr ending March 31, report due May 1 ❖Qtr ending June 30, report due July 31

WRT Quarterly Program Reports must provide:

Section A: Please provide a summary regarding Workforce Response Teams activities this quarter and plans for WRT funds. (Expand as needed)

Section B: Please provide an ongoing list of businesses awarded WRT funding.

Ongoing List of Business Awarded Funding for Program Year 07 funds	Ongoing List of Business Awarded Funding for Program Year 06 funds

Section C: A minimum of two WRT quarterly program reports per year must provide a marketing report from the WRT which includes a minimum of a paragraph overview of one of the WRT’s recent projects, quotes regarding the success of the project and a digital photo with signed releases.

Section D: Does the WRT have any questions or need for technical assistance?

Section E: Does the WRT have a topic for the next WRT Statewide Meeting?

Section F: Please attach electronically any new promotions, publicity or news articles regarding the Workforce Response Team or WRT projects.