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QUARTERLY ACTIVITY REPORT

Instructions:

1. At the beginning of each quarter select 3 narrative categories using "SignUpGenius," (<https://www.signupgenius.com/>) "Quarterly Activity Selection".
 - a. An invitation will be sent from "SignUpGenius" to SBDC Service Center Director to participate.
 - b. Selection of narratives will be open for 12 working days following the beginning of the quarter.
 - c. Narratives can be submitted at any time during the quarter but should be received by the NMSBDC Assigned Associate State Director for your center within 12 days following the end of the quarter.
2. In the space provided below, write a short paragraph, in third person, for the three categories you selected in SignUpGenius. Please do not alter the font in the fillable area below which is set to 12 Times New Roman Font. When reporting on any item, you must include results/impact of activities. (Example: Provided procurement contract matches to 100 clients, of which 50 received awards totaling \$50 million. This moved the state from 49th place to 45th place in receipt of government contracts.)

Narratives

Narrative Category 1: Choose an item.
Click or tap here to enter text.

Narrative Category 2: Choose an item.
Click or tap here to enter text.

Narrative Category 3: Choose an item.
Click or tap here to enter text.

3. Submit your narratives to the NMSBDC Assigned Associate State Director for your Center via email using this form so that they can be copied and pasted into the overall report to the SBA.
4. At the end of the quarter include your signed form with your Request For Reimbursement (RFR).

I have submitted the narratives
SBDC Service Center Director

Signature

Date

I have reviewed the narratives
NMSBDC Assigned Associate State Director

Signature

Date