

**THIS DOCUMENT IS FOR YOUR OWN PREPARATION ONLY.**

**Before starting your annual report, please review “Our organizations” (in the top red-boxed menu in the member portal) and correct any errors or omissions. Make sure to view and add or edit your organization’s Public Locator information. This information can also be edited on the annual report form, but easier to do ahead of time!**

### **Current License Details Required** (not required for partners under an umbrella license)

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- Name of legally responsible person for license (this person receives all official documents and notifications about license)
- Email of legally responsible person
- Licensed programs

### **Current Organization Details Required** (partners under an umbrella license must review/add/edit directly in the member portal’s “Our organizations” section)

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- Organization name
- Organization full physical address
- Name of responsible contact
- Email of responsible contact
- Name(s) of Program Coordinator(s)
- Email(s) of Program Coordinator(s)

### **For Public Program Locator:**

- Organization name (as above)
- Organization address (as above)
- Organization website address (including https://)
- Organization public email address (This address should be monitored and responded to frequently by someone who is knowledgeable about programs being offered.)
- Organization public telephone (This phone should also be answered by someone who is knowledgeable about programs being offered.)
- SMRC programs offered
- Languages offered

CONTINUE TO THE REPORT TABLE ON THE NEXT PAGE

**This report covers the 12 month period before your license anniversary date**

**Participant Workshops, all programs, all languages** (umbrellas submit consolidated report for their own organization and all partners)

Total Participant Workshops In-Person or Virtual (not including Tool Kit with Phone Workshops)	
Total Tool Kit with Conference Call Workshops	

**Full New Leader Trainings, all programs, all languages** (umbrellas report for all partners)

Total Full Leader Trainings, 4-day in person or 7-week virtual	
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**SMRC Programs Offered in Any Language (check all that apply)**

- Chronic Disease (including Workplace and Tool Kit workshops, if applicable)
- Diabetes (including Tool Kit workshops, if applicable)
- Chronic Pain (including Tool Kit workshops, if applicable)
- Cancer Survivors (including Tool Kit workshops, if applicable)
- HIV
- Caregivers

**Languages**

If any workshops reported are in languages other than English, select all languages that apply:	<i>(Select from list of languages provided)</i>
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**Were there any problems during your workshops?**

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**Anything else you would like to tell us?**

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Partners operating under an umbrella license provide this information to their umbrella's contact person. Partners do not submit a separate annual report to SMRC.

***That's all!***