**BI-WEEKLY REPORT TEMPLATE**

**BI-Weekly Report**

**[DATE]**

In your weekly reporting, consider your strategic priorities.

**Coalition Building - expand coalition and sustain engagement.** *List any tasks completed this week to build your coalition, including any meetings that took place.*

**Community Outreach Activities – participate in or plan.** *Please list any community outreach tasks completed this week, including any meetings or presentations with attendance.*

**Develop Tailored Partnerships.** *List any opportunities for co-branding or extended relationships, including possibilities of in-kind or financial support.*

**Media Outreach**

*Please list highlights for media outreach conducted. Details should be recorded in the media outreach tracking sheet.*

**Problems Encountered**

*List any challenges that may have arisen over the past week.*