

MEETINGS AND ACTIVITIES

Use this form to track attendees and major happenings at each group meeting or event. The data can help you report to funders, determine future plans, and track your group's participants.

MEETING/ACTIVITY

meeting event (check one)

Date: _____

Presenter (if any):

Meeting facilitator(s):

Brief description (meeting, workshop, special event, topics covered, etc.):

Purpose:

Key points of discussion:

Decisions made (if any):

PARTICIPANTS

_____ total number of participants

_____ new members/participants

Indicate the number of each type of attendees/participants (some participants may fit in several categories):

_____ adoptive parents

_____ foster parents

_____ kinship care providers

_____ prospective adopters

_____ prospective foster parents

_____ adopted children

_____ adopted teens

_____ other children/teens

_____ adoption/foster care professionals

FOLLOW UP

Describe any follow-up tasks, people responsible, and deadlines:

Step

Person Responsible

Deadline

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____