

# 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

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