

MEETINGS AND ACTIVITIES (COMPLETED SAMPLE)

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: 11/4/2002

Presenter (if any): Dr. Sylvia Manners

Meeting facilitator(s): Jane Green

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

special presentation on attachment disorder

Purpose: help parents who have adopted children with attachment problems

Key points of discussion: techniques for increasing attachment, strategies for handling challenging behavior, print and online resources related to attachment

Decisions made (if any): offer workshop to other adoptive parents on this topic, develop resource library on attachment

PARTICIPANTS

37 total number of participants

6 new members/participants

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

22 adoptive parents

15 foster parents

3 kinship care providers

5 prospective adopters

 prospective foster parents

 adopted children

 adopted teens

 other children/teens

2 adoption/foster care professionals

FOLLOW UP

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

Step	Person Responsible	Deadline
<u>tabulate evaluation forms</u>	<u>Tyrone</u>	<u>11/12/2002</u>
<u>send thank you to Dr. Manners w/ eval results</u>	<u>Tyrone</u>	<u>11/19/2002</u>
<u>plan workshop on attachment</u>	<u>Joanne, Paul, Chris</u>	<u>12/20/2003</u>
<u>develop resource library on attachment issues</u>	<u>Wendy</u>	<u>3/31/2003</u>