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**

- **total number of participants:** 37
- **new members/participants:** 6

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

- **adoptive parents:** 22
- **foster parents:** 15
- **kinship care providers:** 3
- **prospective adopters:** 5
- **prospective foster parents:**
- **adopted children:**
- **adopted teens:**
- **other children/teens:**
- **adoption/foster care professionals:** 2

**FOLLOW UP**

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

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