



## PROSPECT AND RECRUITMENT LOG

Sector (circle one)

Employer	Faith Organization
College Students	Civic/Service Org.
Government	School District
Senior/Retiree Org.	Public Service

Contact Date:

COMPANY

PHONE: ( )

ADDRESS:

CITY/STATE/ZIP:

FAX: ( )

CONTACT:

E-MAIL:

Contact made via:            e-mail            phone            in person            other

Contact notes:

Type of club/audience (or club's mission):

Send information on program/bio on speaker via: mail            e-mail            other

Schedule now?            Call back? (us)            (them)            When? (date):

MEETING INFORMATION            Meeting date:            Meeting time:

Location of Meeting (full address w/zip)

Number of attendees expected:

TV/VCR Available (Y/N):

Amount of time set aside for speaker:

Confirmation letter sent: (mail)

(e-mail)

Thank you letter sent:

NEXT STEPS:

MEETING NOTES: Gauge response (enthusiasm, follow-through, # of people attending presentation, # of people committing as program volunteers).