

PROGRAM REPRESENTATIVE CONTACT SHEET

MONTH _____

AFFIRMATIVE ACTION INFORMATION

DATE	TYPE OF CONTACT	TITLE OF PRESENTATION/ TOPIC/ GROUP/ LOCATION	TOTAL	MALE	FEMALE	WHITE	AFRICAN AMERICAN	AMERICAN INDIAN	HISPANIC	ASIAN	UNKNOWN
TOTAL											

TYPE OF CONTACT: T=TELEPHONE N=NEWSLETTER W=WORKSHOP P=PRESENTATION L=LETTER OR CORRESPONDANCE D=DISPLAY OR EVENT
M=MEETING

NAME _____ PROGRAM _____

OUTREACH METHODS

For the month, briefly list or describe effort for each of the categories.

TALLY

1. Mass Media, including radio, newspaper, TV	
2. Newsletters, posters, flyers, announcements	
3. Personal letters to minorities and/or women	
4. Personal contacts with minority/female clientele	
5. Community or commodity groups contacted	
6. Joint activities that resulted in integrated programs	
7. Membership drive/promotional program to reach minorities/women	
8. Program to recruit volunteers and/or volunteer development/training	
9. Meeting places selected to encourage minority/female participation	
10. Other (please specify)	