**CONTACT LOG**

**SFRG Member NAME: Home Phone #:**

**Work Phone #:**

**Cell Phone #:**

**OTHER:**

**Email:**

**NOTES:**

**j0295069**

**Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ SFRG meeting reminder \_\_\_\_\_ Fundraiser/event reminder**

**\_\_\_\_\_ Greeting/introduction \_\_\_\_\_ Other**

**NOTES:**

**j0295069**

**Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ SFRG meeting reminder \_\_\_\_\_ Fundraiser/event reminder**

**\_\_\_\_\_ Greeting/introduction \_\_\_\_\_ Other**

**NOTES:**

**j0295069**

**Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ SFRG meeting reminder \_\_\_\_\_ Fundraiser/event reminder**

**\_\_\_\_\_ Greeting/introduction \_\_\_\_\_ Other**

**NOTES:**

**j0295069**

**Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ SFRG meeting reminder \_\_\_\_\_ Fundraiser/event reminder**

**\_\_\_\_\_ Greeting/introduction \_\_\_\_\_ Other**

**NOTES:**

**COMMUNICATION LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **NAME** | **ACTION/ISSUE** | **√ EMAIL** | **√ IN-PERSON** | **√ TELEPHONE** | **√ MESSAGE** |
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