**CONTACT LOG**

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

 **Work Phone #:**

 **Cell Phone #:**

 **OTHER:**

**Email:**

**NOTES:**

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

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

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

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

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

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

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

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

**NOTES:**

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

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

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

**NOTES:**

**COMMUNICATION LOG**

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