

Workshop Instructor:

## SCHOOL COUNSELORS

Workshop Date:

- \* Identify the Counselors you plan to contact and ask for names of parents to invite to your workshop.
- \* Use the "Date of Contact" boxes to keep track of when you made contact.
- \* Use the "# of Parents to Invite" boxes to keep track of how many names of parents each Counselor gave you to contact.
- \* Use the separate "Invited Parents" worksheet to keep track of each of the parents that each Counselor gave you to contact.

	Counselors Name	Date of Contact		# of Parents to Invite	Phone Number	Email
		Initial	Follow-Up			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NOTE: Print additional lists if you have more than 10 Individuals to contact.