

**Counselor Name:**

Workshop Instructor:

Workshop Date:

**Invited Parents**

\* Write down the names of the parents that this Counselor gave you to contact

\* Use the "Date of Contact" boxes to keep track of when and how you make contact with each parent

|           | Invited Parent | Date of Contact |       |       | R.S.V.P | Phone Number | Email | Address |
|-----------|----------------|-----------------|-------|-------|---------|--------------|-------|---------|
|           |                | Invitation      | Phone | Email |         |              |       |         |
| <b>1</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>2</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>3</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>4</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>5</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>6</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>7</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>8</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>9</b>  |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |
| <b>10</b> |                |                 |       |       |         |              |       |         |
|           | Comments:      |                 |       |       |         |              |       |         |

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