

_____	__/__/__	_____
Title of Activity/Event/Training/Committ ee	Date of Activity/Event	Number of Hours
_____	__/__/__	
Completed By	Date Completed	

Section I: Activity/Event Summary

Grant: ☐ REACH DEMONSTRATION ☐ CTG

Activity/Event Type:
(Check only one)

- | | |
|---|--|
| ☐ Leadership Council | |
| ☐ Committee/Workgroup Meeting | |
| ☐ Meeting (non-coalition/non-standing) | |
| ☐ Ad Hoc/Advisors | ☐ Policy/Legislative Visit/Call |
| ☐ Press Event | ☐ Rally |
| ☐ Grantee Training | ☐ Training |
| ☐ Conference | ☐ Policy Briefing |
| ☐ Consortium | ☐ Wellness Event |
| ☐ Retreat | ☐ Workshop |
| ☐ Community Forum/Town Hall | |
| ☐ Policy/Legislative Hearing | |
| ☐ Other_____ | |

Preparation Checklist (Did you receive?):

Save the Date/Notice Sent	☐ Yes ☐ No	Date: _____
Agenda Distributed	☐ Prior to Meeting ☐ At Meeting	
Annotated Agenda	☐ Yes ☐ No	
Prior meeting minutes distributed	☐ Yes ☐ No	
	☐ Prior to Meeting ☐ At Meeting	
Translation Provided	☐ Yes ☐ No	
Press Release	☐ Yes ☐ No	

Meeting Facilitator(s): _____

Attendees	Total	Organizational Representation	Total
Guest Presenters/Speakers		New organizations	
Number of Attendees/Participants		Returning organizations	
Number Press Representatives		Total organizations represented	
Others _____			
Total attendees			

Representation by Type of Organization	Total
CHC	
CBO/Faith-based	
Agency	
Community member	
Technical Assistance	
Resource provider/clinic/health care provider	
Total organizations represented	

Section II – continued (to be completed by observer)

Observer Name: _____

Agenda Item	Problem definition	CHC	Cmty Mem	Agency	CBO	Tech Assistance	Resource Provider	Decision making	CHC	Cmty Mem	Agency	CBO	Tech Assistance	Resource Provider	1=No Decision 2=Vote 3=Consensus	Follow-through Collective Action	CHC	Cmty Mem	Agency	CBO	Tech Assistance	Resource Provider
1	# of orgs which facilitated							# of orgs which provided recommendations for the defined problem								# of orgs which took a primary role for strategy/action step (list)						
	# of orgs which presented							# of orgs which also contributed to discussion														
	# of orgs which also provided data							# of orgs which agreed with decision														
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision														
								How were decisions made?														
TOTAL		0	0		0		0		0	0		0		0			0	0		0		0
	# of orgs which facilitated							# of orgs which provided recommendations for the defined problem								# of orgs which took a primary role for strategy/action step						

2	# of orgs which presented							# of orgs which also contributed to discussion												
	# of orgs which also provided data							# of orgs which agreed with decision												
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision												
								How were decisions made?												
TOTAL			0	0		0		0	0		0		0			0	0		0	0
3	# of orgs which facilitated							# of orgs which provided recommendations for the defined problem									# of orgs which took a primary role for strategy/action step			
	# of orgs which presented							# of orgs which also contributed to discussion												
	# of orgs which also provided data							# of orgs which agreed with decision												
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision												
								How were decisions made?												

[illegible]

[illegible]

7	# of orgs which presented							# of orgs which also contributed to discussion														
	# of orgs which also provided data							# of orgs which agreed with decision														
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision														
								How were decisions made?														
TOTAL		0	0		0		0		0	0		0		0			0	0		0	0	
8	# of orgs which facilitated							# of orgs which provided recommendations for the defined problem									# of orgs which took a primary role for strategy/action step					
	# of orgs which presented							# of orgs which also contributed to discussion														
	# of orgs which also provided data							# of orgs which agreed with decision														
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision														

							How were decisions made?													
TOTAL		0	0		0		0		0	0		0		0			0	0		0
9	# of orgs which facilitated						# of orgs which provided recommendations for the defined problem								# of orgs which took a primary role for strategy/action step					
	# of orgs which presented						# of orgs which also contributed to discussion													
	# of orgs which also provided data						# of orgs which agreed with decision													
	# of orgs which also contributed to discussion						# of orgs which disagreed with decision													
							How were decisions made?													
TOTAL		0	0		0		0		0	0		0		0			0	0		0
	# of orgs which facilitated						# of orgs which provided recommendations for the defined problem								# of orgs which took a primary role for strategy/action step					

10	# of orgs which presented							# of orgs which also contributed to discussion													
	# of orgs which also provided data							# of orgs which agreed with decision													
	# of orgs which also contributed to discussion							# of orgs which disagreed with decision													
								How were decisions made?													
TOTAL		0	0	0	0	0	0		0	0	0	0	0	0	0			0	0	0	0

Section IIIa: Please note any major highlights from the activity/event

Section IIIb: Please list the major decisions, outcomes, action steps

Agenda Item	Action Taken/Follow=up	Description/Task	Who/Assigned To:
	o Refer to committee/workgroup o Obtain more information/data o Include in next meeting agenda o Develop materials o Obtain endorsement		
	o Refer to committee/workgroup o Obtain more information/data o Include in next meeting agenda o Develop materials o Obtain endorsement		
	o Refer to committee/workgroup o Obtain more information/data o Include in next meeting agenda o Develop materials o Obtain endorsement		