

CONTACT REPORT

Constituent Name(s): _____

Business/Organization (if applicable): _____

Date: _____ **Location:** _____

Category: Phone Call Meeting Mailing E-mail Other

Type: Cultivation Stewardship Solicitation/Proposal Proposal Follow up

Amount requested (if applicable): \$ _____

Proposal Name (if applicable): _____

Description/Purpose: _____

Notes/Comments (use back if necessary):

Next Action Steps:

- 1. _____ Due: _____
- 2. _____ Due: _____

Status: Open Complete

Signature

Date