FIELD PLACEMENT TRACKING LOG

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Agency Information** (phone/Address/Website) | **Contact Information** (name, extension, email, title) | **Position/****Program of Interest** | **Method of Contact**(phone, in-person, email, etc.) | **Outcome of Contact** | **Follow Up**(date, etc.) | **Notes** (type of agency, clients served, hours, etc.) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (REVISED SEPTEMBER 2016)

FIELD PLACEMENT TRACKING LOG

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Agency Information** (phone/Address/Website) | **Contact Information** (name, extension, email, title) | **Position/****Program of Interest** | **Method of Contact**(phone, in-person, email, etc.) | **Outcome of Contact** | **Follow Up**(date, etc.) | **Notes** (type of agency, clients served, hours, etc.) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (REVISED SEPTEMBER 2016)