

Colorado SMP Outreach Event Tracking Form

This form is intended to track all outreach events for later input to the SMARTFACTS database.

COMMUNITY OUTREACH/EDUCATION EVENT (EXHIBITS)

Contact location method:

Date of Contact:

1. Estimated number of people reached:
Time spent on contact (in minutes):

2. Coverage (Chose one):

3. Type of Event:

4. Primary County targeted by Outreach:

County in which the presenter resides:

5. Session conducted by (one/both): Staff

Volunteer

(Name)

(Name)

6. In-Kind contributions: (ex. value of items provided for the event but not paid for by SMP such as the cost of exhibit space that you didn't have to pay, refreshments.)

Person completing form:

Organization:

Volunteer Information

Volunteer name & organization

Date:

Event Location:

Method (select one)

Training – Initial Program
Training/Orientation

Training Program updates

Volunteer Work – Office Admin/Clerical

Volunteer Work – Once-on-one counseling

Volunteer Work – Response to
Issues/Inquiry

Volunteer Work – Community event Mgt.

Volunteer Work – Conducted Group
Educational Session

Volunteer Work – fraud/Abuse Investigation & Referral

Volunteer Work – Research/Response to Complex Inquiries

Volunteer Management – Outreach Development/Marketing

Track Volunteer hours:

Non-reimbursed mileage:

Other In-Kind contributions:

If more than one volunteer has taken part in an event, please complete an additional Volunteer Information form.