EXHIBIT
MONTHLY OUTREACH TRACKING LOG TEMPLATE

Subcontractor: _____

Contract Period: _____

Outreach Category	Outreach Activity	Month												TOTAL
		Oct	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*June*	*July*	*Aug*	*Sep*	
Direct Mailings	Mailings to individuals													0
	Mailings to employers													0
Distribution Materials	# of USDA brochures and posters distributed													0
	# of in-house flyers and brochures distributed													0
	# of people who saw posters on view													0
	# of promotional items distributed													0
	# of presentations to potential Food Stamp applicants													0
	# of people who attended presentations													0
Other Outreach	# of walk-in clients													0
	# of follow-up calls made													0
	# referred for services but not screened in EBO													0
	# of paper quick screens completed													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

Description of Monthly Outreach Activities: Briefly list and describe monthly outreach activities performed for the month that relate to the contact numbers listed above. *For example: if you held an event at a senior center, you would put number of contacts above in the presentations section, and the name of the event in the below activity section.*

Activity	Month