(Committee Chairman) (Committee) (Date)

**Individuals/Group/Businesses Contacted:**
If you need more space, please either write on the back, or begin it on a new page

(Date of Contact) (Name of Individual/Group/Business) (Phone) (Email)

(Date of Contact) (Name of Individual/Group/Business) (Phone) (Email)

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(Date of Contact) (Name of Individual/Group/Business) (Phone) (Email)

(Date of Contact) (Name of Individual/Group/Business) (Phone) (Email)

**Summary:** Summarize your correspondence with each association listed above. Please describe any important dates, questions, times, or notes discussed that is pertinent to your interaction with them.

**Follow Up:** What are your plans for the next contact/correspondence with those listed above? Please describe any questions you will ask them, or topics you plan to discuss.

**Materials/Information:** Please describe below any materials, information, funding, etc., that you may need for future correspondence. Please ensure to mark a deadline of when you need these things.