**Activity Log**

Use an activity log to keep track of all the major activities members of your collaborative engage in that when summarized tells the story of what your collaborative does. Each active member might keep a log and complete it on an ongoing basis. Make sure everyone understands the categories and completes the form in similar fashion. Compile the forms and summarize all activities on a monthly basis to monitor all activity.

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date (m/d/y)** | **Activity** |  |  |  |  |  |  | **Time (15 minute intervals)** | **No. contacts** | **Comments**  **or**  **Results** |
|  | **Planning** | **Advocacy** | **Recruitment** | **Presentation** | **Media**  **Work** | **Evaluation** | **Fund**  **Raising** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |