

Parent Policy Associate Weekly Report

Name: _____

Report for Week Ending: _____

This week's Parent Policy Associate accomplishments:

_____ # hours calling or meeting policy makers or advocates:

- Phone time – with whom?

- One-on-one or small group meetings – with whom?

- Attendance at large meetings/gatherings/events – list meetings:

_____ # hours of team or community-based meetings that I helped to organize:

- My team met on _____ and I provided an update or training.

_____ # hours attending PPA meetings or trainings – list dates: _____

_____ # hours that I spent researching/gathering information

_____ # hours of other activities related to my PPA work _____

Total Hours Worked This Week: _____ (include travel time)

This week I recruited _____ new parents to the Parent Policy Committee. Please list names and phone numbers:

What was your biggest accomplishment toward the goal(s) of the Parent Policy Committee this week?

What were the barriers (if any) that came up for you, and how did you work to overcome them?

What did you read or learn this week?

What are your goals for next week?

Your feedback on the Parent Policy Associate weekly session:

What went well at last week's Parent Policy Associate weekly session? What did you learn?

What didn't work at last week's session?

Suggestions for improvements on last week's session, or ideas for future sessions:

Submit this weekly report to COFI staff at the weekly meetings. Weekly reports should be written before the meeting. Stipends are based on participation in training activities and on effective actions towards accomplishing goals and expectations of the Parent Policy Associate program.

Date received

COFI Parent Policy Associate staff