

Reporting Form for Recruitment Monthly Tabling

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| OESD Staff First and Last Name | Date (mm/dd/yy) |
| Name of Location | Site Contact Person First and Last Name |
| Time In | Time Out |
| <i>Please use tally marks to complete the sections below:</i> Example: | |
| People Stopped and Shared Program With | Inquiry Form |
| Toothbrushes | Wikki Stix |
| Early Learning Pamphlet | EHS Home Based Pamphlet |
| Miscellaneous Info Handed Out | |

Recruitment Notes/Feedback:

Reminders Each Month:

- *Please make sure to thank your contact for allowing us to table at their site.
- *Please clean up and return area it to its normal setup prior to when you arrived.
- *Double-check that tearaway flyer and marketing material are replenished on site.

Please return this form to Richele Strong, Recruitment and Community Engagement Coordinator within one week of tabling. Scanned/emailed or to my mailbox at the OESD office.