

## CONTACT REPORT CONTENT

- 1) **Your name:**
- 2) **Who was contacted? (full name + hint, e.g. middle initial, spouse, or employer):**
- 3) **Contact Date**
- 4) **How contacted:**  
Visit      Phone      E-mail      Event      Other: \_\_\_\_\_
- 5) **Why contacted:**  
Cultivation      Solicitation      Other: \_\_\_\_\_
- 6) **PSU staff (president, deans, directors, development officers) and faculty (give department) involved:**
- 7) **Volunteers involved?**
- 8) **Contact detail:**  
PSU project discussed (if any)  
  
What of importance happened?  
  
Who said/did what?  
  
What new information did you find out (e.g. prospect interests, job change, board service, spouse/partner change)?
- 9) **Key outcome(s)?**
- 10) **Next steps:**  
What is the next step?  
  
Who is involved?  
  
What is the approximate or planned contact date?

**\*\*When completed print out and send to Lan Do --- Mail Code DEV**