

SAMPLE OF ONLINE VC MONTHLY REPORT

Touch Point Connection: Monthly Volunteer Coach Report Form

M O N T H - 2009

Student ID#	XXXXXXXX
Coach's Name	Volunteer Coach's Name
Teen's Name	Teen's Name
Coach	Coach Manager's Name

Teen/Coach Meeting Schedule

	Day of Week - Date (e.g. Tues -12/9/08)	Appointment time (X to X)	Coaching Minutes (Actual)
Week 1	Mon., 9/14/09	7:30 - 8:30	45
Week 2			
Week 3			
Week 4			
Week 5			

Weekly Report

	What Went Well or Where I Struggled...	Areas where I would appreciate help or ideas...
	Boxes will expand to fit type	
Week 1	Teen was there waiting for me. Good session. Lots of sharing and I feel we are building trust and relationship.	What other tools can I use during this initial phase with my teen?
Week 2		
Week 3		
Week 4		
Week 5		

Monthly Workshop Attendance Tracking

	#1	#2
Date	9/2/2009	
Minutes	120	
Topic	New year launch: Policies and program changes; also new models and practice coaching.	
Feedback	Great session. Very helpful. Love the notebook and new tools. Will need to get used to new shifts.	

Other TPC Events, e.g. Meet-Up, Social Gathering, etc.

	#1	#2
Date	9/8/2009	
Minutes	40	
Event	Meet-up	
Feedback	Good use of time. Would have liked to have had more time, but understand.	
	#3	#4
Date		
Minutes		
Event		
Feedback		

I would like to focus my monthly call with my Coach Manager on: List Here:

The new tools I could be using right away with my teen.

How to move forward, rather than spending 2-3 weeks hearing about his summer.

Additional Comments or Questions:

Contact me. I know some people who want to donate to TPC!!