

## Module 4 Lead-Practice Helpful Organizational Tools

### Helpful Organizational Tools for Your Group

#### Weekly Support Tracking

What is the group working on? Media, Meetings, Outreach, Milestones?	What has the group committed to doing by the next week or in the future?	What follow up and support was provided? Was there a success?
Date:		
Date:		
Date:		

(Make several copies of this sheet to have in your handbook or find it at [results.org](http://results.org))

**Module 4 Lead-Practice Helpful Organizational Tools**

**Group Leader Benchmark Tracking Sheet: Sing out your Successes!**

**Meetings with Members of Congress:**

*Please note if this meeting was a face to face meeting with the member of Congress*

---

---

<b>Date:</b>	<b>Member of Congress</b>	<b>Congressional Aide</b>	<b>Subjects Covered</b>	<b>Requests</b>	<b>Follow Up</b>

**Media Generated:**

**Module 4 Lead-Practice Helpful Organizational Tools**

<b>Date:</b>	<b>Type of Media Generated</b>	<b>Name of Paper</b>	<b>Partner Responsible and Subject</b>	<b>Media sent to Congress Person</b>

**Outreach Meetings Held:** *Invited events or community events where people are asked to participate: Outreach Meeting, Party with a Purpose, Fundraiser, Outside Speaking Engagement ( ie. church, Rotary )*

**Module 4 Lead-Practice Helpful Organizational Tools**

<b>Date:</b>	<b>Type of Event</b>	<b>Where was the meeting held</b>	<b>Attendance</b>	<b>New Partners or Interested Activists</b>

**Module 4 Lead-Practice Helpful Organizational Tools**

**Were Group Members on the Monthly Conference Call:  
Yes/No & Number in the Room**

January:	February:	March:
April:	May:	June:
July:	August:	September:
October:	November:	December:

**Tracking Legislation and Legislative Action:**

<b>Legislation: Bill #</b>	<b>Initial Co-Sponsor</b>	<b>Co-Sponsor</b>	<b>How did they vote on the bill?</b>	<b>Leadership Taken by Member</b>

**Module 4 Lead-Practice Helpful Organizational Tools**

**Sign on Letters and other Legislative Leadership:**

<b>Initiated Sign On Letter</b>	<b>Subject</b>	<b>Signed on to a Sign on letter?</b>	<b>Wish List Sent?</b>	<b>Spoke or Wrote to Congressional Leaders?</b>	<b>Generated Media on our Issues?</b>





## Module 4 Lead-Practice Helpful Organizational Tools