

# MONDAY REPORT WORKSHEET

**SUBMIT BY NOON EACH MONDAY UNTIL FULLY FUNDED**

**NAME:** \_\_\_\_\_ **WEEK OF:** \_\_\_\_\_

Face-to-Face Appointments completed this week

	WHO	DATE OF APPEAL	AMOUNT ASKED	DATE TO CALL BACK	RESULTS				
					UNDE-CIDED	NO	MONTHLY	ANNUAL ÷12	ONE-TIME CASH
1.				<input type="checkbox"/>					
2.				<input type="checkbox"/>					
3.				<input type="checkbox"/>					
4.				<input type="checkbox"/>					
5.				<input type="checkbox"/>					
6.				<input type="checkbox"/>					
7.				<input type="checkbox"/>					
8.				<input type="checkbox"/>					
9.				<input type="checkbox"/>					
10.				<input type="checkbox"/>					

**A** \_\_\_\_\_ Total Number of face-to-face appointments this week

Other appeals completed this week (letters, groups) (Type: P=Phone; L=Letter; G=Group; O=Other)

	WHO	TYPE	DATE OF APPEAL	AMOUNT ASKED	DATE TO CALL BACK	RESULTS				
						UNDE-CIDED	NO	MONTHLY	ANNUAL ÷12	ONE-TIME CASH
1.					<input type="checkbox"/>					
2.					<input type="checkbox"/>					
3.					<input type="checkbox"/>					
4.					<input type="checkbox"/>					
5.					<input type="checkbox"/>					

**B** \_\_\_\_\_ Total Number of appeals this week

Decisions from people I've called back or heard from, from previous weeks

	WHO	RESULTS			
		NO	MONTHLY	ANNUAL ÷12	ONE-TIME CASH
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**C** \_\_\_\_\_ Total Number of call-backs this week

**D** \_\_\_\_\_ Total Number of appointments set for next week  
(from your calendar on next week's worksheet)

Number of Hours I Invested this Week	
<b>G</b> Face-to-Face presentations	_____ Hours
<b>H</b> Phone calls	_____ Hours
<b>I</b> Written Communication	_____ Hours

