

TOUCHING BASE

Meeting Summary

Leader: _____ Month: _____ Year: _____

Apprentice Leader 1: _____ Apprentice Leader 2: _____

Instructions: Leaders, please fill out this form each month. Keep your copy, then pass a copy to Tim.

Attendance Record

	Meetings:	Date 1	Date 2	Date 3	Date 4		Summary
Total Attendance (total # at meeting)						AVG=	
Primary Care Attenders						AVG=	
First Time Visitors						AVG=	
Guest (ex. Tim, adult, out of town)						AVG=	
Regular Attenders Absent						AVG=	

Has anyone left your group the past month? Yes No If yes, please provide their name and reason for leaving.

Name

Reason for leaving

Activity Summary Briefly describe what your group did this month; include in-group, out-of-group, and one-on-one activities.

Next Steps What are your plans for the group for the next month? What are you going to do to develop your apprentice(s)?

Just to Let You Know... Is there anything you'd like to celebrate? Do you have any problems, prayer requests, or questions?
(Note: For urgent problems or prayer requests, please see Tim.)