

VOLUNTEER LOG SHEET

VOLUNTEER GRIEF MENTOR (YOUR NAME): _____

PHONE: () _____ EMAIL: _____

CLIENT / CALLER NAME: _____

* PHONE CONTACT IS THE MOST EFFECTIVE MEANS OF COMMUNICATION -- TRY TO SET UP A PHONE APPOINTMENT.

PHONE: () _____ BEST TIME(S) TO CALL: _____ am _____ pm

EMAIL: _____ PREFERS TO BE CONTACTED BY: PHONE [] EMAIL []

NAME(S) OF LOVED ONE(S): _____

RELATIONSHIP/AGE(S): _____

AIR CARRIER / FLIGHT NUMBER: _____ DATE: _____

CALL / EMAIL LOG:

DATE: _____ TIME: _____ [] am [] pm

ATTEMPTED CONTACT BY: PHONE [] EMAIL [] NOTES: _____

DATE: _____ TIME: _____ [] am [] pm

ATTEMPTED CONTACT BY: PHONE [] EMAIL [] NOTES: _____

DATE: _____ TIME: _____ [] am [] pm

ATTEMPTED CONTACT BY: PHONE [] EMAIL [] NOTES: _____

SUMMARY OF CLIENT / CALLER RESPONSE:

THOUGHTS / FEELINGS: _____

WHAT WAS THE FOCUS OF THE CALL? _____

HIS/HER AVAILABLE SUPPORT SYSTEMS: _____

YOUR ASSESSMENT:

[] DOING AS WELL AS CAN BE EXPECTED

[] CONCERNED ABOUT HIS/HER MENTAL STATE (IF SO, EXPLAIN BELOW)

ADDITIONAL COMMENTS / CONCERNS: _____

YOUR NEXT STEP:

FOLLOW-UP CALL [] FOLLOW-UP EMAIL [] TO BE MADE ON: _____

[] INFORMATION / REFERRAL REQUESTED (EXPLAIN) : _____

*PLEASE SUBMIT THIS FORM AFTER EACH CONVERSATION WITH CLIENT/CALLER OR 3RD UNSUCCESSFUL ATTEMPT TO MAKE CONTACT

THANK YOU FOR BEING A VOLUNTEER GRIEF MENTOR
YOU ARE THE HEART OF ACCESS!