SURFACE WATER QUALITY STEWARDSHIP TOOLBOX

Tracking Communication – Record (for coordinator of multiple groups)

An important part of a communication plan includes keeping track of the last communication with a stewardship group (when it was, what it was regarding, and who it was with) and a follow-up prompt for when the next communication should happen. The intent of the example tracking table below would be to have one table per stewardship group so all communication with a group is recorded in one place.

Who is the communication between?		Date	Steward Affiliation	Purpose	Follow-up Required?	If so, when?
Your Name	Who with?					