Weekly Contact Documentation Sheet

Mentor: _____ Week of: _____

Date	Name of Youth	Length of Contact	Type of Contact	Activities/Comments

Length of contact should be indicated in minutes (convert hours to minutes).

Type of Contact refers to whether the contact was in-person, over the telephone, or whether the contact was with another person on behalf of the youth.

For activities, please indicate what you spent time doing-for instance, looking for a job, going to movie, tutoring, and so on.