

# Chapter Event Record

It is important to keep track of activities that are being conducted on behalf of Farm Safety 4 Just Kids. **Please fill out one summary sheet for each activity conducted and send a copy to the North American Home Office within one month of the activity.**

**CHAPTER NAME** \_\_\_\_\_

<b>Event</b> _____ Date and time of activity _____
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<b>Number of people reached:</b> Educational Event: Number Attending _____ For Booth Event: Show Attendance _____ Approx # at Booth _____ For Media Event: Total Circulation _____
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<b>Number of volunteer hours</b> (planning through execution) _____ Names of volunteers involved _____ _____ _____
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1. Briefly describe activity \_\_\_\_\_  
\_\_\_\_\_
2. How was the activity promoted? \_\_\_\_\_
3. Target audience \_\_\_\_\_
4. Location \_\_\_\_\_
5. What resource material was distributed? \_\_\_\_\_  
\_\_\_\_\_
6. What follow-up activities are planned? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What was the overall reaction of the participants? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach any newspaper clippings or photos that highlight this event.**