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| Spokesperson Ambassador Outreach Activity Report Ambassador Name  Month/Year  Instructions: Use this table to report your activities. Give it to your Coordinator at  the end of each month.  Return report to  Fax E-mail  Address | | | |
| **Date** | **Name of the group you talked to** | **Contact information** | **Follow-up: How will you make sure these people sign up for a workshop (e.g., all, e-mail, send a postcard)?** |
| ***Example:***  July 15, 2013 | Westfield Community  Church women’s group | 555-654-3322 westfieldchurch@aol.com | Pamphlets and class schedule;  send postcards in 1 week. |
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