

## Contact Request Form

Request made by (Leader/Helper) \_\_\_\_\_

Request made to (contactor) \_\_\_\_\_

Person to Contact \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address (if needed) \_\_\_\_\_

Type of contact requested: Phone e-mail card visit other: \_\_\_\_\_

*If the student you are contacting has a question or problem that would require counseling, please pass this request along to your group leader.*

Contact completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Results of Contact (any information to pass along to the leader):

\_\_\_\_\_

If you were unable to make the desired contact, please state why:

\_\_\_\_\_

**\* Return to Group Leader on Friday \***

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