

TOUCH Template Outline

~Please email to volunteers after the event~

Hours:

Date:

Service Type: TOUCH

Event Name:

Event Location:

Event Country:

Event Setting: Urban, Urban-Underserved, OR rural

Event Coordinator Name: Your name or the person on your board that organized event. (NOTE: If you are the organizer, and attend the event add one of your other board members when you fill out Track it Forward)

Event Coordinator's Email:

What type of service was provided?: Choose up to three of the following: Animal Welfare; Arts, Culture, Heritage; Corporate; Disabilities; Education; Elderly; Emergency Services; Environmental and Conservation; Health Care; Health Education; Health Maintenance; Mentoring; Osteopathic Education; Sports and Recreation; Youth (NOTE: there is an option for Other too and a blank to specify)

How does this event serve to benefit the community: Must be at least 2 sentences (up to 4).

NOTES: Add Planning hour here with ½ time conversion