

**VOLUNTEER LOG SHEET**

VOLUNTEER GRIEF MENTOR (YOUR NAME): \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

CLIENT / CALLER NAME: \_\_\_\_\_

\* PHONE CONTACT IS THE MOST EFFECTIVE MEANS OF COMMUNICATION -- TRY TO SET UP A PHONE APPOINTMENT.

PHONE: ( ) \_\_\_\_\_ BEST TIME(S) TO CALL: \_\_\_\_\_ am \_\_\_\_\_ pm

EMAIL: \_\_\_\_\_ PREFERS TO BE CONTACTED BY: PHONE [ ] EMAIL [ ]

NAME(S) OF LOVED ONE(S): \_\_\_\_\_

RELATIONSHIP/AGE(S): \_\_\_\_\_

AIR CARRIER / FLIGHT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

**CALL / EMAIL LOG:**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ [ ] am [ ] pm

ATTEMPTED CONTACT BY: PHONE [ ] EMAIL [ ] NOTES: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ [ ] am [ ] pm

ATTEMPTED CONTACT BY: PHONE [ ] EMAIL [ ] NOTES: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ [ ] am [ ] pm

ATTEMPTED CONTACT BY: PHONE [ ] EMAIL [ ] NOTES: \_\_\_\_\_

**SUMMARY OF CLIENT / CALLER RESPONSE:**

THOUGHTS / FEELINGS: \_\_\_\_\_

WHAT WAS THE FOCUS OF THE CALL? \_\_\_\_\_

HIS/HER AVAILABLE SUPPORT SYSTEMS: \_\_\_\_\_

**YOUR ASSESSMENT:**

[ ] DOING AS WELL AS CAN BE EXPECTED

[ ] CONCERNED ABOUT HIS/HER MENTAL STATE (IF SO, EXPLAIN BELOW)

ADDITIONAL COMMENTS / CONCERNS: \_\_\_\_\_

**YOUR NEXT STEP:**

FOLLOW-UP CALL [ ] FOLLOW-UP EMAIL [ ] TO BE MADE ON: \_\_\_\_\_

[ ] INFORMATION / REFERRAL REQUESTED (EXPLAIN) : \_\_\_\_\_

\*PLEASE SUBMIT THIS FORM AFTER EACH CONVERSATION WITH CLIENT/CALLER OR 3<sup>RD</sup> UNSUCCESSFUL ATTEMPT TO MAKE CONTACT

THANK YOU FOR BEING A VOLUNTEER GRIEF MENTOR  
YOU ARE THE HEART OF ACCESS!