

# **Inservice Or General Staff Meeting Record**

(Hot Sheet)

CF/O-3 Revised 11/03

(mandatory)

Records of meetings held should include the following types of meetings:

- Orientation
- Job role discussions
- Center level inservice
- Visitations to other Centers
- General staff meetings
- Agenda meetings
- Volunteer training
- Individualized officer training
- Prioritizing applications

1. Indicate the appropriate service option(s).
2. Enter the location name and date.
3. Indicate number of participants for each position (sign-in is required as documentation of attendance).
4. Enter the topic of the meeting and the presenter.
5. Briefly summarize the content of the meeting; an agenda may also be attached to the form.
6. Specify any follow-up plans (e.g., “Each Teacher to try one new active bulletin board idea”; “Check with FSW regarding resource for family budgeting”; “Present revised job description to supervisor”; etc.).
7. The white copy of the form is filed at center; yellow copy goes to Delegate/Direct Op Director.