

The Public Relations Tracker Sheet

# of times Submitted	# of hours		# of times submitted	# of hours	Value \$	Other publicity tools for meeting/events
		Submit press releases about the club to the Media?				Community Calendar
		- Newspapers				Newspapers Calendar of events
		- Radio				Town Directory
		- TV (cable)				Church bulletin
		- Periodicals (i.e. menus)				Town newsletter
						Other: (specify below)
		Other media: (specify below)				
						Use a club banner/sign
		Submit photos of club projects to media				Use a website for club
		- Newspapers				Use email to communicate
		- Other media				Publish newsletter
						Have an appreciation/recognition event
		Use editorials to the newspapers about club				Participate in Parade
		Use Public Service announcement				Other projects:
		Use flyers to advertise events				
		Have members speak at community meetings				Make a scrap book
		Any other form: (specify below)				

Name: _____

Phone: _____

Name of Project: _____

Total hours worked: _____

Total dollars spent: \$ _____