

# of training/webinar/conference hours you have earned so far this month \_\_\_\_\_

cumulative # of training/webinar/conference hours you have earned since Sep 1 \_\_\_\_\_

# of hours donated to the program so far this month \_\_\_\_\_

cumulative # of hours donated to the program since Sep 1 \_\_\_\_\_

**Please list the names of any webinars/training you completed and or the names of anyone who donated hours to the agency this week along with your recruitment strategies this week:**

**Please list below any items you would like to discuss with the TRIO Director or your Program Manager or you would like to have covered or addressed at the next staff meeting:**

**Next Week At-A-Glance (be as detailed as possible—look at your planners and to-do list).**

<i>EXAMPLE</i> <i>MONDAY 23</i>	MONDAY____	TUESDAY____	WEDNESDAY____	THURSDAY____	FRIDAY____
JCHS- student mtgs, getting ACT Intent Forms completed, webinar at 11AM.  <u>or</u> REOC- 2 clients scheduled, staff mtg. at 10AM, organizing office, finishing APR items.					

**Program Manager Notes After Reviewing:**

**Next Week's Focus:**

**Adviser Signature**

[Click here to upload your weekly sign-in sheets](#)

**PM Signature**