Adult Allies Communication Tracker

It is essential for recruiters to maintain accurate communication records including individuals contacted and scheduled next steps. This template provides a place to document communication with adult allies teachers, counselors, administrators, etc) in a high school.

An effective Adult Allies Communication Tracker is:

- Updated daily: this allows you to make strategic decisions in real time
- Organized by School Site: to see all the key people at one school site at a glance
- Reviewed weekly: this ensures you are following up contacts

An effective Leadership Training includes:

- Name and Role of Allies
- High School
- Notes about school policies
- Contact preferences
- Last Contact in and out
- Weekly interaction information

This resource is part of the Sanford Inspire Program Recruitment Toolkit, a model for teacher preparation programs to engage and attract future educators. Discover more resources at SanfordInspireProgram.org