

Journey Group Session/Attendance Log

Session Logs are a means for Companions on a Journey to

- gather data related to the sessions attended by each group.
- help facilitators to keep track of their group's meeting dates.
- obtain a glimpse of the dynamics taking place within groups.
- perform checks and balances for food invoices.

Many facilitators have expressed concern about scheduling and the students' level of commitment. In order for us to gain clarity and assess the nature of their commitment we need to know who was in attendance and who was not. This will enable us to support the facilitators and develop outreach services to the student(s) who regularly miss a session. This information will also help Companions develop additional programs and activities that will enhance the journey group experience.

The session logs help us with checks and balances for payment of the meals/refreshments. We are finding some groups changing their food order preferences after the online meeting request is completed and do not report the change. We also are finding that receipts are not being turned in to our office when we balance our monthly statements from the various restaurants. The session logs help us validate what has been charged and where. Note: Good To Go does not give receipts.

First Name: _____ Last Name: _____

Email Address: _____

Phone Number (please include area code): _____

Journey Group Number: _____

Meeting Date: _____ Meeting Location: _____

Food Ordered From: _____

Name of Facilitators in Attendance: _____

Name(s) of Students in Attendance. (Please list first and last name):

Name(s) of Students not in Attendance (Please list first and last name):

If a student was absent, did the student contact you ahead of time? _____

Overall outcome of your session (i.e., concerns about this session, ideas that could enhance the session or topic: students engaged, difficult topic, used a different topic or format, used a particular prayer that was helpful, etc.) (please use back side for additional space if needed)

Would you like to review any ideas or concerns about this session with our staff? _____