

# Constituent Account Tracking Form

(One Form for Each Account)

LE:

Constituent Name:

Constituent ID:

Contact Person:

Contact Phone:

Target Campaign Dates:

Projected Campaign Turn-In

## Tracking Information

Initial Contact	Date:	Notes:
Notified United Way Office	Date:	Notes:
1 <sup>st</sup> Follow-Up	Date:	Notes:
2 <sup>nd</sup> Follow-Up	Date:	Notes:
3 <sup>rd</sup> Follow-Up	Date:	Notes:
Results delivered to United Way office	Date:	Notes:

**Please email updated account tracking form to  
Beverly Stevens WEEKLY  
Or fax to 325.677.1847  
\*All initial contacts must be made by August 14**