

## Instructions for Completing PC Activity Log

Each Peer Counselor should complete a weekly activity log.  
 Logs should be reviewed by PC manager.

| Column              | Explanation                                                                                                                               |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Date                | Date activity took place                                                                                                                  |
| Activity            | List the name or type of activity (i.e. BF Basics or Health Fair)                                                                         |
| Location            | Where activity took place (Lansing, name of local hospital)                                                                               |
| Training/In-service | Check this box if activity is education for Peer (orientation, conferences, observations, etc)                                            |
| Meetings            | Check this box if activity is attending meeting (coalition, staff meeting, etc)                                                           |
| Promotion/Outreach  | Check this box if activity is for promotion or outreach (community events, presentation on PC services to other Maternal/infant programs) |
| Individual Stud     | Check this box if activity consist of time spent studying, reviewing or developing resources and materials                                |
| Paper work          | Check this box if activity consist of completing log sheets, monthly reports or any other required paper work                             |
| Other               | Check this box if activity does not fit into any other category.<br>Put a description in comment section                                  |

Activity Logs are to be used to complete monthly report.