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| **Info to Gather MONTHLY****(PPE TRACKING FORM)** | **Jan.** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Yearly Totals** |
| **1. Number of TOTAL Contacts made with Legislators (question #5)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **– State and Federal** |
|  **• By Phone**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• By Letter** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• In Person** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• By Email** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• Postcard** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. NUMBER of Articles you (PPE Chair) wrote for: (question #6)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• Your Hospital Newsletter** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **• Local Organization Newsletter**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*\*\*\*\***See Local PPE Report, Page 1; Questions 5, & 6, to track information to this sheet. Question # 12; *In addition, provide detail from any special Monthly Public Policy Education discussions or Events on the reverse side.***

**REMEMBER;** ***The WAVE Award has added Public Policy Education as a NEW Category***

Last Revised, October 10, 2021