**Contact Plan Template**

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| **Name** | **Individual or Business?** | **Who provided name?** | **Who will contact?** | **Method of contact?** | **What will be asked?** | **By what date?** | **Response – yes or no?** | **If yes, list donation** | **If no, can we ask again later?** |
| Alex Martin | Martin Honda | Erin K. | Lisa B. | Email, call | Cash donation or use of parking lot for car seat safety day | June 15 | Yes | 1,000 cash AND use of parking lot. |  |
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