

ONE-ON-ONE MEETING DETAILS FORMS

In reference to Safe Place Policy section 2.03: Contacting Opportunities 3. D.

One-on-One Meeting Details Form

Date: _____

Name of Ministry Personnel: _____

Name of Ministry Lead: _____

Name of Youth: _____

Name of Parent(s) informed of meeting: _____

Location of meeting: _____

Time meeting began: _____ Time meeting ended: _____

Last point of contact prior to meeting (last person you spoke to/saw): _____

Activities 15 minutes prior to meeting:

First point of contact after meeting (next person you spoke to/saw): _____

Activities 15 minutes after meeting:

General nature and topics discussed during meeting: