

DATE PREPARED _____



Form 5
Equivalent to the
SBA Form 2226

NON-COUNSELING CONTACTS (INFORMATION TRANSFERS)

CHAPTER NAME _____

CHAPTER # _____

DISTRICT # _____

REPORTING PERIOD: _____

MONTH

YEAR

Definition: Information transfer contacts (non-counseling contacts) are whenever a SCORE volunteer provides information about SCORE that does not fall under the definition of a counseling case or a workshop.

Categories of Non-Counseling Contacts

• Telephone calls of less than 30 minutes in length where substantial business related information is transferred to the individual.	
• Number of information packets or other substantial business related materials sent by mail, fax, or email (as a result of trade show contacts, web site contacts, other marketing events, telephone requests) that are not considered online counseling.	
• Number of newsletters (hard copy or electronic) developed and distributed by SCORE that promote <i>SCORE and/or other</i> SBA programs. The newsletters sent to the clients will be counted as one information transfer item (only count the actual newsletter, not the number of people it was sent to).	
• Number of unique visitor contacts to SCORE chapter web sites that request further information. Number of unique web site visitors that email SCORE requesting small business related information as a result of having visited their web site.	
• Number of contacts viewing video tapes and/or using onsite library materials containing business related information.	
• Number of individuals attending a presentation (that is less than one hour and does not meet the definition of training) sponsored by SCORE or co-sponsored with a third party.	

Total

(Add up all contacts above and report here for the reporting period) →

Total Other Volunteer Hours (Team counseling and chapter activities not related to direct counseling, such as telephone duty, committee work etc.)	
Total Outside Volunteer Hours (outside events related to SCORE)	
Total Workshop Preparation Hours	

Prepared by: _____

SCORE OFFICER (Signature)

TITLE

DATE

PRINT NAME