

AGENCY CONTACT FORM INSTRUCTIONS

The Agency Contact Form is used to document your contacts with agencies for recruitment. If you recruit a group through an agency, complete the lesson series and turn in your Client Records, we have documentation that you have worked successfully with an agency.

If you have a period of time during which you are making multiple agency contacts but without a recruited and initiated group, you need to document each and every contact with the agency, whether by phone or in person, or by email. This allows you to show that your time has been spent recruiting, even if you do not have a group to show for it at the end of the recruitment period.

Please complete this form and turn it in monthly with your HEMIS.