

Communication Log Template



**Young
Leaders
Pathway**

Young Archaeologists' Club

Record any communication with the Young Leader and/or their parent/carer throughout the 24-month programme. Remember to include another member of staff in emails.

Young Leader Name:

Branch:

Start Date of Log:

Communication Entry

Date:

Time:

Method: Phone Messaging
 Email In Person

Who was contacted:

Reason for Contact:

Actions Agreed (if any):

Follow-Up Required: Yes | No

If yes, details:

Completed by:

Repeat this entry section for new communication.