

# Compeer Monthly Update - Pen Pals / E-Buddies

Volunteer \_\_\_\_\_ Month/Year \_\_\_\_\_

Friend (first name & last initial only) \_\_\_\_\_ Department: Adult / Youth

Number of letters / e-mails written to friend \_\_\_\_\_

Number of letters / e-mails received from friend \_\_\_\_\_

**Please use the space below to describe any concerns or any good news about your Pen Pal match**

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**Are you facing any specific challenges as a Pen Pal at this time?** Yes No

**If yes, please explain:** \_\_\_\_\_

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\_\_\_\_\_ Check here to have your volunteer coordinator call you.

Your home phone \_\_\_\_\_ Your work / cell phone \_\_\_\_\_ Best time to call \_\_\_\_\_

**Please use the space below to report any changes in address/phone number of you or your Pen Pal**

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**UPDATES ARE DUE THE FIRST WEEK OF THE FOLLOWING MONTH**



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### Staff Use Only

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received by \_\_\_\_

Mailed In  Dropped Off

E-mailed in  Phoned In Completed by \_\_\_\_

Contacts	Hours

T  CR