**EXHIBIT E – FOLLOW-UP**

Visits to the grant recipients by Foundation staff are to be documented in the grant files. Staff should also document when they attend grantee functions (such as programs, award dinners, etc.) to show that such “quid pro quo” items are used in connection with the Foundation’s charitable mission. Please document below.

A. Record of site visits:

|  |  |  |
| --- | --- | --- |
| **DATE** | **ATTENDEES** | **ACCOMPLISHMENTS/ISSUES** |
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B. Record of events attended:

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| --- | --- | --- | --- |
| **DATE** | **EVENT** | **PURPOSE** | **FOUNDATION ATTENDEES** |
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C. Phone Contacts:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **NAME** | **TELEPHONE NUMBER** | **PURPOSE** |
|  |  |  |  |
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