# COORDINATOR ACTIVITY TRACKING

Track your Battalion Coordinator Agreements and other CERT activities for the year (_____)

Name: _____ Bureau_____ Battalion_____

Indicate number of hours/activity under each month.

| | Date | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Signed Agreement | | | | | | | | | | | | | |
| Read BVC Guide | | | | | | | | | | | | | |
| Coordinator Meeting | | | | | | | | | | | | | |
| Bureau Leadership Cadre | | | | | | | | | | | | | |
| Hosted Battalion Meeting | | | | | | | | | | | | | |
| Attend other Battalion mtg. | | | | | | | | | | | | | |
| Completed FEMA Courses | | | | | | | | | | | | | |
| Posted on CERT Calendar | | | | | | | | | | | | | |
| CERT Class # 7 | | | | | | | | | | | | | |
| Quarterly Refresher | | | | | | | | | | | | | |
| Battalion Drill | | | | | | | | | | | | | |
| Report hours online | | | | | | | | | | | | | |
| Report to CERT Commander online | | | | | | | | | | | | | |
| Met w/Battalion Chief | | | | | | | | | | | | | |
| Submit Sign-in sheets to Bureau Coordinator | | | | | | | | | | | | | |
| CERT Booth | | | | | | | | | | | | | |
| 1st Aid Booth | | | | | | | | | | | | | |
| Manage Social Media | | | | | | | | | | | | | |
| Other Community Service | | | | | | | | | | | | | |
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