

Contacts

This section is to be used as a working document for you to use to keep track of important information, resources, contacts that you will obtain throughout your on-boarding experience. Below are some suggestions on what to investigate, collect, and review. Please feel free to use this document for notes and add other information as needed.

Essential Program / Fellowship Contacts (i.e. Supervisor, Local Coordinator)				
	Name	Project Role	Email	Phone
1				
2				
3				
4				
5				
6				
7				

Host Organization Additional Contacts (i.e. IT, Human Resources, Payroll, Essential Staff/Project Contacts, etc.)				
	Name	Role/Title	Email	Phone
1				
2				
3				
4				
5				
6				
7				

Local/ Community/Other Fellowship Contacts

(i.e. met through networking opportunities, university/college contacts, other Fellows you have met)

	Name	Role/Title	Email	Phone
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				