

OUTREACH PLAN FOR NEW COMMUNITY ADVISORY BOARD MEMBERS

POTENTIAL NEW MEMBER (Name & Title)	ORGANIZATION/ CATEGORY	1 st CONTACT TO BE MADE (By Whom & Method)	TARGET DATE TO CONTACT	CONTACT DATE & NOTES	NEXT STEP(S)	OTHER NOTES/ REMINDERS
Larry Brown, Community Benefit Director	XYZ Hospital; Healthcare	Nurse Supervisor	July 1, 20XX	Completed phone call on 06/27/2022. Larry is interested in joining the CAB & plans to attend 3 rd quarter meeting.	Add Larry to CAB group email	Reminder to introduce Larry at next meeting. Ask Larry if he would like to invite a colleague.