NORTHERN CALIFORNIA HOSPITAL AND INSTITUTION COMMITTEE

PO Box 192490 San Francisco, CA 94119-2490 www.handinorcal.org

H&I FORM 2 - AREA MEETING RECAP

AREA NAME & #:	**DATE COMPLETED:**
AREA CHAIR NAME AND PHONE NUMBER:	
AREA LIT CHAIR NAME/PHONE/SHIPPING ADDRESS	
REGIONAL CHAIR NAME AND PHONE #:	
SPANISH REGIONAL CHAIR NAME AND PHONE #:	

AREA MEETING ACTIVITY SUMMARY	
# OF WEEKLY MEETINGS	# OF ACTIVE VOLUNTEERS
# OF TWICE-MONTHLY MEETINGS	# OF ENGLISH FACILITIES
# OF MONTHLY MEETINGS	# OF SPANISH FACILITIES
# OF ACTIVE GRAPEVINE SUBSCRIPTIONS	# OF ACTIVE LA VIÑA SUBSCRIPTIONS

IMPORTANT - PLEASE COMPLETE ONE LINE FOR EACH H&I MEETING.

· List each meeting separately, even when more than one H&I meeting is held at the same facility.
· Do not include meetings at State Prisons; those are included on forms completed by Institution Coordinators.
FREQUENCY: W = Weekly | 2X = Twice Monthly | M = Monthly
DAY(S) & TIME: For twice-monthly meetings, include the weeks (e.g., 1st & 3rd Friday, 6:00 PM).
LANGUAGE: Enter S for Spanish or E for English.

#	**FACILITY NAME & ADDRESS**	**FACILITY TYPE & BRIEF MEETING DESCRIPTION**	FREQ. (W / 2X / M)	**DAY(S) & TIME**	**LANGUAGE S = SPANISH E = ENGLISH**	**AVERAGE # OF ATTENDEES**
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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#	FACILITY NAME & ADDRESS	FACILITY TYPE & BRIEF MEETING DESCRIPTION	FREQ. (W / 2X / M)	DAY(S) & TIME	LANGUAGE S = SPANISH E = ENGLISH	AVERAGE # OF ATTENDEES
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

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#	FACILITY NAME & ADDRESS	FACILITY TYPE & BRIEF MEETING DESCRIPTION	FREQ. (W / 2X / M / O)	DAY(S) & TIME	LANGUAGE S = SPANISH E = ENGLISH	AVERAGE # OF ATTENDEES
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

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#	FACILITY NAME & ADDRESS	FACILITY TYPE & BRIEF MEETING DESCRIPTION	FREQ. (W / 2X / M / O)	DAY(S) & TIME	LANGUAGE S = SPANISH E = ENGLISH	AVERAGE # OF ATTENDEES
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						