**FIRST THING MONDAY REPORT (FTM)**

**DIRECTIONS: *Please supply all information requested, expanding the form as needed, and submit as a Word document email attachment to your PD coach only on each Monday that an FTM Report is due.***

**Name: Date:**

Month and Year PD was initiated \_\_\_\_\_\_\_\_\_\_

Current approved monthly budget $\_\_\_\_\_\_\_\_\_

Percent of support committed (to your knowledge) \_\_\_\_\_\_\_\_\_%

Amount of monthly partial salary you are presently receiving (if any) $\_\_\_\_\_\_\_\_\_

Hours per week given to PD since last FTM \_\_\_\_\_\_\_\_\_\_

Last PD letter mailed (provide date & attach a copy) \_\_\_\_\_\_\_\_\_\_

Status of the next letter (provide date) \_\_\_\_\_\_\_\_\_\_

New support committed since last FTM (include details below) $\_\_\_\_\_\_\_\_\_

Prayer effort—Self and Prayer Team:

New contacts developed:

Accountability Partner contact and discussion points:

Champion contact and discussion points:

Action Plan (AP) is current through:

(If your AP has expired, **attach a new one for the next two months.** Keep your AP up to date.)

**What I did the last two weeks.**

**PART 1—Asks:**

Whom did you ask? Date Type of Appeal Reply Commitment

 (FF – Call – Ltr) (Y/N/U) (Monthly/Annual/Special)

**PART 2—Other PD-related Activities:**

*This should include decisions received from those previously undecided, relationship-building letters and thank-you letters/cards sent, calls for appointments or decisions, meetings and speaking engagements, highlights, and praises.*

**What I will do the next two weeks:** *Provide the same details as requested above in PARTS 1 & 2. Refer to your* ***Action Plan*** *to state exactly what you plan to do the next* ***two*** *weeks.*

**Anything else you wish to share with your coach:** *How are you feeling about the process? This is an important area for communicating with your coach. We are grateful when you feel comfortable sharing what is going on in your head and your heart as you raise support. We need to know how you are holding up so we can help you address any concerns.*