

**Community Health
Agency**

Student _____

Task Sheet

**Dates of
Rotation** _____

| OBJECTIVES | OBSERVED | ASSISTED |
|---|----------|----------|
| 1. Orientation to Community Health Center | | |
| | | |
| 2. Services provided by the agency | | |
| | | |
| 3. Marketing / Informational Publications | | |
| a. pamphlets | | |
| b. booklets | | |
| c. posters | | |
| d. newsletters | | |
| e. videos | | |
| f. web site | | |
| | | |
| 4. Administrative tasks | | |
| a. filing | | |
| b. mailing / data base | | |
| c. telephone / reception skills | | |
| | | |
| 5. Planning / preparation for fundraising | | |
| | | |
| 6. Funding sources | | |
| | | |
| 7. Development of calendar of events | | |
| | | |
| 8. Other | | |
| | | |
| | | |
| | | |

Mentor Signature

Date