FREE ADVOCACY RESOURCE

Advocacy Action & Follow-Up Tracker

Use this printable tracker to keep a reliable record of your outreach. Duplicate the page as often as needed, and store sensitive contact details securely.

Campaign or issue

Define what you are trying to accomplish and when action is needed.

Issue / goal:

Important deadline:

Action record 1

Use one entry for each contact or action.

Date / person or office / method:

Request made / materials sent:

Response or commitment:

Next step / owner / due date:

Action record 2

Date / person or office / method:

Request made / materials sent:

Response or commitment:

Next step / owner / due date:

Action record 3

Date / person or office / method:

Request made / materials sent:

Response or commitment:

Next step / owner / due date:

MAKE IT AN ISSUE! Advocacy Tip
Follow up respectfully, document what was actually promised, and record where each fact came from. Small actions become more effective when they are organized.