Name:_____

Month: _____

Please return this form to Sheila Miller on a monthly basis by the 5th of each month for the prior month.

Participation Log:

Event	Sponsor	Mileage	Hours
TOTAL			

Event can include any activity you participated in to provide advice, input. Some examples include email input, participating in an PHMG sponsored activity such as the All-Provider Meeting, informational session and/or PAC monthly meeting.

Sponsor is the part of the organization or person who requested your participation. PHMG is the sponsor of the monthly PAC meetings. However, you may be invited to participate in a meeting by the regional ethicist or the manager of a particular department. You would put the name of that person in the sponsor column.

Hours: Please keep track of your hours of participation in 15 minute increments. Include travel time to meetings. So for the PAC meeting which lasts 2.5 hours – you might put 3 h 15 m because of travel time.