This Report can be used to monitor and assess the activities of a completed Peer Support Circle meeting, for example, if the Circle is self-facilitating and others want to ensure that the meetings are useful to its members. Soon after each meeting, the facilitator completes the Report and submits it to the necessary personnel. No confidential information is requested on the Report.

**Name of Report submitter:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Your phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Circle’s identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of this meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting’s start time:** \_\_\_\_\_\_\_\_\_\_\_ **End time:** \_\_\_\_\_\_\_\_\_\_\_ **Date of previous meeting**: \_\_\_\_\_\_\_\_\_\_\_\_

**If externally facilitated, name of facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If self-facilitated, how was facilitation done (rotated, a volunteer, etc.?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of the members in attendance:**

**Absent (also indicate if the missing member notified the group beforehand):**

**For the following questions, please circle “Yes” or “No”:**

1. Did any of the members contact each other to help each other somehow between this and the previous meeting? If you aren’t sure, then just skip this question. Yes or No
2. Did every member get a time slot to be supported? If not, what happened? Yes or No
3. Were all time slots of similar length? If not, what happened? Yes or No
4. Did each member identify *realistic* action(s) to take before the next meeting? If not, why? Yes or No

**Regarding the quality of the overall meeting:**

1. What were members’ evaluation ratings at the end of the meeting, (1) as low and five (5) as high?

|  |  |  |  |
| --- | --- | --- | --- |
| Member #1:  Member #2 | Member #3:  Member #4: | Member #5:  Member #6: | Member #7:  Member #8: |

1. Any non-confidential comments made about how to improve the meeting? If so, what were they?
2. Any other non-confidential features that you heard or observed about the overall meeting?
3. Any recurring types of priorities members got help with? Types of actions between meetings?
4. **Date of the next meeting:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S**tart time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_