**The top ten things you need to know about your Contact Log:**

1. Only two contact hours can done in your freshmen’s CT classroom.
2. Up to two contact hours can be spent in organizational time (i.e. making game day locker decorations, birthday/holiday cards, social event posters).
3. Two hours can be spent watching one freshmen in your pod in an activity or sporting event. In order for this to count you MUST FOLLOW UP WITH THAT FRESHMAN ABOUT THE EVENT. If they don’t know you were there what’s the point?
4. You must have at least 6 contact hours with at least 5 DIFFERENT students from your POD. You may have hours spent with freshmen in other pods.
5. Some of these contacts will need to be prearranged (something that requires a pass) as well as spontaneous (you see a member of your POD in crisis or a fight, etc.).
6. 45-60 minutes constitutes a full contact hour. Anything below 45 minutes will need to be done in addition to more time.
7. You must find some way to document the time you spend with your POD members (a receipt, a picture, program, ticket stub, adult’s signature when possible, etc). The directors realize this may not be possible in spontaneous situations.
8. Contact hours will not be acceptable without student’s name and a contact description.
9. Contact logs will be kept in your notebook and checked regularly. DO NOT PROCASTINATE! Late work is NOT ACCEPTED (in other words update your log frequently).
10. These hours will serve as the “research” for your project. If these hours are not complete your project will be incomplete; remember, this project is 20% of your grade so make sure the time you spend with your POD is quality time.

\*\*\*\*THIS IS NOT YOUR OWN PERSONAL LOVE CONNECTION! ***DO NOT DATE YOUR FRESHMEN!*** This will result in a serious reduction of your grade\*\*\*\*

**Freshmen Contact Ideas, (include but are not limited to…):**

* Make arrangements to meet your freshmen in the ELC before/after school
* Send your freshmen passes to meet with them during Charger Time
* Attend sporting, theater, academic, concerts and other school sponsored events with and/or to support your freshmen
* Eat lunch with your freshmen **on campus**
* Meet your freshmen somewhere off campus for breakfast of coffee before school (late start days are a great time for this option!)
* Make individual birthday/holiday cards/treats for your freshmen