

Jesus Video Project Tracking Form

G2 Tracking Form Explained will help you fill this in!

Street assignment(s)	Visitors' names	Telephone numbers	Telephone request(s) assigned address	DVD D.R. returned	Questionnaires to do	Questionnaires re-assigned	Questionnaires done	DVD Q.R. returned

Video Project Tracking Form G1 Explained

The Tracking Form (G1) provides the Project Administrator with a way to keep up with visitors' follow-up contacts (to take the questionnaire). Every effort should be made to re-contact each household that accepts a DVD. This form helps you to track this information. In addition, when telephone responses to the 'We brought your free DVD...' leaflets come in, the DVD delivery assignment should go to the visiting pair covering that particular street. This form provides a ready reference to such information. Make copies of the blank form G1 and complete the first four columns before the DVD Offer day.

1. **Street Assignment** – record the street name(s) and house numbers assigned to each pair. This information comes for the DVD Distribution Record sheets prepared for each visiting pair before Training Session 1.
2. **Visitors' names** – These can be found on the DVD Distribution Record.
3. **Pair number** – when working with a number of visiting pairs, it might be helpful to identify them with a unique number.
4. **Telephone Numbers** – This information is recorded on the DVD Distribution Record, completed and handed in by the visitors upon returning from their assigned street(s).
5. **Telephone Requests Assigned** – During the DVD distribution, a 'We brought your free DVD...' leaflet is left if no contact was made with a teenager or adult at that house. The leaflet should contain a central phone number. When phone calls are received at this number, contact should be made with the appropriate visiting pair (according to the address of the caller). Write the address of the person requesting the DVD in this space and ask the visiting pair to collect a DVD and deliver it in person.
6. **DVD returned** – When the visiting pairs return after distributing their DVDs, they will transfer the relevant contact information to a DVD Questionnaire Record and hand in their DVD Distribution Record (DVD D.R). Put a tick in this column when the DVD D.R is received.
7. **Questionnaires to do** – Write the total number of questionnaires to be undertaken by the visiting pair. This information is available from the team's DVD Distribution Record Sheet. Use a pencil as this number may increase if contacts are reassigned from another pair.
8. **Questionnaires reassigned** – If some viewers asked to be followed up at a time that is impossible for the visiting pair, they will indicate this with an 'X' in the last column of their DVD Distribution Record sheet. These viewers should be immediately reassigned to another visiting pair (preferably one with fewer contacts). This will also happen when one pair has in excess of 6-7 contacts and some of those need to be reassigned to a pair with fewer contacts. Indicate the number of DVD contacts reassigned in this column and be sure the number is added to the second pair's row under 'Questionnaires to do'.
9. **Questionnaires done** – (use pencil). Visitors should return completed Questionnaires at the end of the Questionnaire day. They will keep blank Questionnaires for viewers not contacted. Use this column as the main method of tracking the number of incomplete contacts for each visiting pair. The number of 'questionnaires done' (last-but-one column) should end up being the same as the number of 'questionnaires to do' (ie. not reassigned).
10. **DVD Q.R returned** – When the visiting pair returns after taking their Questionnaires, they are to transfer a record of their viewer's response from the bottom of the questionnaires to their DVD Questionnaire Record (DVD Q.R). This sheet is retained by the visiting pair until all contacts have been followed up with the Questionnaire. At that point, the DVD Questionnaire Record is returned to the Project Administrator and duly noted in this last column.

Until the DVD Q.R is returned, the visiting pair should be encouraged to complete their contact and immediately return the Questionnaires and Contact Reports to the Administrator. It might be appropriate to assign some of the leftover contacts (homes where the viewer never seems to be home to take the Questionnaire!) to some other visiting pair to complete.