**Vorlage: Personen- und Kontaktliste für den Eintrag in die Dokumentationsdatenbank für das Jahr \_\_\_\_\_\_**

1. **Personenliste:** hier werden neue Personen (Jugendliche) ab der ersten Kalenderwoche eingetragen. Namen, Adressen, E-Mails und Geburtsjahr sind natürlich nur Zusatzinformationen. Sie werden nur für euch (teamintern) verwendet und müssen nicht in die Datenbank eingetragen werden! Hinweis: Die eingetragene Person sollte natürlich nur einmal in der Liste geführt werden. Diese Liste dient auch als Nachweis, wer die Einrichtung schon im Laufe des Jahres besucht hat und schon erfasst wurde.

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| **KW** | **Nr.** | **Name** | **Adresse** | **E-Mail** | **Geburtsjahr** |
| 1 | 1 | Max Musterfrau | Neue Musterstraße 3, 4568 Musterhausen | max.musterfrau@gmail.com | 2000 |
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1. **Kontaktliste:** hier werden die wöchentlichen Kontakte nach Geschlecht und Alter anhand einer Stricherlliste eingegeben

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