

## Community Submission Checklist

\*\*\*The following must be submitted to Jess.  
They can be sent via text or scan/email to [ducapsurvey@gmail.com](mailto:ducapsurvey@gmail.com).

Report	Weekly Monday Noon	10 <sup>th</sup> of every Month	As noted below
***Attendance Record Participants & Volunteers	X		
***Guest Sign In Sheet	X		
*Monthly In-Kind Report		X	
*Presentation/Event Survey			Immediately upon completion
*Connection/Referral Sheet			Immediately upon completion
*Committee Sign In		X	
*Committee Agenda		X	
*Committee Minutes		X	
***Youth Referral Guide Form			When reviewed or updated (min every two months)
***Job Resource Guide Form			When reviewed or updated (min every two months)
*Adult Committee Members Form			Whenever it is changed/updated (Monthly)
*Youth Committee Form			Whenever it is changed/updated (Monthly)
*Grant Objective Work Plan			30 days prior to the new Quarter start date. September 1 <sup>st</sup> , December 1 <sup>st</sup> , March 1 <sup>st</sup> ,
*Grant Objective Work Plan (after objective completed)		X	After objective completed
*Time Sheet			10 <sup>th</sup> & 25 <sup>th</sup> of month

\*Completed Online