Community Submission Checklist

*****The following must be submitted to Jess.**
They can be sent via text or scan/email to ducapsurvey@gmail.com.
***Completed Online**

Report	Weekly Monday Noon	10th 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)
*Grant Objective Work Plan			30 days prior to the new Quarter start date. September 1st, December 1st, March 1st,
*Grant Objective Work Plan (after objective completed)		X	After objective completed
*Time Sheet			10th & 25th of month
*Travel Reimbursement Form		X	10th of the month