

Administrative Submission Checklist

*Completed Online

Report	Last Friday of Each Month	10th of every Month	As noted below
Attendance Record Participants & Volunteers	X		Email or text to Program Supervisor
Guest Sign In Sheet	X		Email or text to Program Supervisor
*Monthly In-Kind Report		X	
*Presentation/Event Survey			Immediately upon completion
*Connection/Referral Sheet			Immediately upon completion
*Committee Sign In			Immediately upon completion
*Committee Agenda			
*Committee Minutes			Immediately upon completion
*Youth Referral Guide Form			When reviewed or updated (minimum quarterly)
*Job Resource Guide Form			When reviewed or updated (minimum quarterly)
*Community Service Hours			Contact Program Supervisor BEFORE any hours are completed
*Incident Report			Immediately After an Incident Occurs
*Grant Objective Work Plan			30 days prior to the new Quarter start date. September 1st, December 1st, March 1st,
*Objective Completion Report			After objective completed
*Time Sheet			10th & 25th of month
*Travel Reimbursement Form			10th of the month