



**SAFE SITE COORDINATOR CHECKLIST**  
 2018-2019 School Year  
 SCOE SAFE Program Requirements

√	Item Description	Due Date	Return to
	<b>Student Registration Forms</b> Site Coordinator keeps original registration form on file, sends copy to SCOE SAFE office. SCOE must have a copy on file for each student enrolled in SAFE.	10 <sup>th</sup> of each month	SCOE SAFE Office
	<b>Monthly Attendance</b>	10 <sup>th</sup> of each month	SCOE SAFE Office
	<b>Monthly Student Activity Calendar</b>	Display in classroom by the 1 <sup>st</sup> of each month. Send to SCOE SAFE office by the 10 <sup>th</sup> of each month.	SCOE SAFE Office
	<b>Monthly Snack Menu</b>	Displayed in classroom by the 1 <sup>st</sup> of each month. Send to SCOE SAFE office by the 10 <sup>th</sup> of each month.	SCOE SAFE Office
	<b>Sports Rosters Sporting Event Schedules</b>	Due at the beginning of each sport season.	SCOE SAFE Office
	<b>Advisory Committee Meeting Agendas/Minutes</b>	4 per year. Must receive meeting documentation during the following months: <ul style="list-style-type: none"> <li>• September</li> <li>• December</li> <li>• March</li> <li>• May/June</li> </ul>	SCOE SAFE Office
	<b>In-kind Documentation</b> In-kind documentation must be completed on a monthly basis.	Submit to appropriate school site personnel.	Business Personnel at school site will submit to SCOE Business Office by the 10 <sup>th</sup> of each month

Late submissions of required documents will delay reimbursements.