SEE, TEST & TREAT 2020
POST-PROGRAM CHECKLIST

Within one week of your program, please send the following to your program manager:

- ☐ Results from Volunteer Program evaluation/survey
- ☐ Transcripts of interviews, stories and pictures collected during the program
- ☐ Dates for a debrief meeting with volunteers
- ☐ All signed media releases
- ☐ Anatomic models that were borrowed from the Foundation (a return label will be provided)

Within one month of your program, please send the following to your program manager:
- ☐ Program outcomes. You will submit this information through your Survey Monkey Apply account.
    - o Please see 1 month list of reportable outcomes report on Toolkit.
    - o On March 3, CAP Foundation will conduct a walk through of the Survey Monkey Apply system
- ☐ Budget reconciliation form and accompanying documentation of expenses. You will submit this information through your Survey Monkey Apply account. This form will require you to report
    - o your expenditures from CAP Foundation See, Test & Treat funds
    - o upload documentation to support your reported expenses
    - o any additional funding/donations received in support of your See, Test & Treat event. You may list any in-kind donations that your institution provided for this program as well.

At three months and six months following the program , please update your program manager monthly regarding:
- ☐ Any See, Test & Treat patients who have required further diagnostics/treatment at your institution
- ☐ Any See, Test & Treat patients who you feel would want to be interviewed regarding their experience

These updates will be made via survey monkey (a link will be sent to you)