

SEE, TEST & TREAT 2021 POST-PROGRAM CHECKLIST

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

- Results from Volunteer Program evaluation/survey (Check Toolkit for your survey link)
- 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, if applicable (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.
 - Please see 1 month list of reportable outcomes report on Toolkit.
- 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
 - your expenditures from CAP Foundation See, Test & Treat funds
 - upload documentation to support your reported expenses
 - 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 outcomes reports should be submitted through your account in SurveyMonkey Apply.