



Site Coordinator Checklist

The following is a checklist for site coordinators to use when coordinating their REACH Program. All information should be submitted to Sharla Allen.

Email: sharla.allen@wyo.gov

Fax: (307) 777-7293

Mail: Sharla Allen, Manager
Office of Rural Health
6101 Yellowstone Rd., Ste. 420
Cheyenne, WY 82002

DUE BY NOVEMBER 4, 2013

- REACH Proposal submitted to the Office of Rural Health

DUE BY JANUARY 6, 2014

The following must be submitted to the Office of Rural Health:

- REACH Program date
- REACH Program start and end time
- REACH Program physical location/address

DUE A MINIMUM OF FOUR (4) WEEKS PRIOR TO THE REACH PROGRAM

The following must be submitted to the Office of Rural Health:

- REACH scrub top Order Form*
- REACH Program Agenda

DUE WITHIN A MINIMUM OF THREE (3) WEEKS AFTER PROGRAM IS COMPLETED

*All materials must be received (not postmarked) by the Office of Rural Health **within three (3) weeks** after the date of your REACH Program.*

- Invoice on your facility's letterhead with receipts (see example packet)
- Typed Student Participant Roster * (**must use template and be submitted via email**)
- Signed Student Photo/Video Waivers *
- All Student Evaluations
- All Presenter Evaluations
- Final Agenda
- Pictures
- Copy of promotional materials/nametags, student handouts, etc.
- Any press releases or other media exposure
- Any additional items you are willing to share with others

***Submit on required form that is provided online at**
<http://www.health.wyo.gov/rfhd/rural/REACH/html>