

PREVENTION EDUCATION BOOKING

SCHOOL CHECKLIST (MIDDLE SCHOOL)



We are excited to be partnering with you on this important educational material.

We have strict schedules so we can serve as much of our community as possible. We reserve the right to reschedule or cancel if you are not able to adhere to the timeline.

Request for Program

Request a Date and Schedule a Pre-Planning Meeting with a NWCASA Prevention Educator

Pre-planning Meeting

Come prepared with any concerns or questions about content and delivery of material. This meeting needs to be complete no later than 21 days before requested presentation date.

Pre-planning Follow Up

Return Pre-Tests and FAQ initialed by all involved staff, and provide Administrative contact info no later than 7 days before requested presentation date.

Educator OnSite

Support Educator during presentation.

Return Post-Tests

Return Post-Tests and Honorarium (if applicable) **within 7 days** in order to secure future programs with NWCASA.

PREVENTION EDUCATION BOOKING

PRE-PLANNING MEETING - MIDDLE SCHOOL

What kind of booking? Circle One

Health Class Body Safety Elective Class Health Fair
Feb - TDVM Apr - SAAM Jun - Pride Oct - DVAM Other

Tentative Booking Date _____

Are there any concerns from the school about content?

What tech and other tools can be available for this event?

What space do we intend to hold this presentation in?

Who else is involved that will need to read the FAQ?

(every involved teacher, club sponsor, etc)

Admin Contact Information for Honorarium

Pre-Test and FAQ Return Date _____

