



ACT AGAINST AIDS REPORTING CHECKLIST



Reporting Checklist

BEGINNING OF PROGRAM CHECKLIST

TIMEFRAME: **March 21, 2018 – April 4, 2018**

Items	Completed
Submit signed Letter of Agreement to LULAC staff	

REPORTING CHECKLIST

DUE DATE: **Two weeks after the completion of your event or social media posts.**

Items	Completed
Event Report <i>*1 report per event held.</i>	
Social Media Report	
Pictures*	

*Please e-mail pictures throughout the program along with one or two sentences of what is happening at the time of the picture. LULAC will use pictures to highlight the program via its social media and published articles.

Please e-mail all reporting documents to: LatinosLivingHealthy@LULAC.org
Online Google form versions of all reports are available on the Act Against AIDS Coordinator Portal. www.LULAC.org/AACoordinator