



Latina LEADS

LEADERSHIP ENTREPRENEURSHIP ACADEMIA DEVELOPMENT SERIES



Reporting Requirements Checklist

Deadline: August 30th

- Letter of Agreement
- Program Coordinator
Background Check
- Program Coordinator ID

Mid-Year Report

Deadline: October 15th

- Media Release Forms
- Student Entry Surveys
- Parent Entry Survey
- Cohort Listing

- Activities Report
- Attendance Report
- Budget Report and Receipts
- Media Report
- Student Spotlight Questionnaire

Final Report

Deadline: November 30th

- Student Exit Surveys
- Parent Exit Survey
- Coordinator Exit Surveys

- Activities Report
- Attendance Report
- Budget Report and Receipts
- Media Report
- Student Spotlight Questionnaire

Check-In Calls:

- September 6th, 2019
- October 21st, 2019
- December 4th, 2019