AspireIT
NCWIT
University of Colorado
Campus Box 322 UCB
Boulder, CO 80309

Reporting – The Program Task Checklist

Below is a checklist of program requirements for the AspireIT Program.

*All items below can be found in the NCWIT AspireIT Toolkit in the section titled "Program Tasks and Reporting." www.ncwit.org/aspireit-toolkit

PROGRAM LEADER is responsible for the following:

The following are due at the beginning of your program

- ☐ **Participant Consent and Release**
  All program participants need to complete a consent and release form prior to beginning the program. If they are under 18, they will need parent permission. The hard copy of these forms are available in the toolkit. The link for the online form is below. You will need your program ID. If you do not know your ID, please email aspireit@ncwit.org.
  - Please share this link with your K-12 Program Participants (and parents).

  How Will I Track Waiver Completions? NCWIT is working on creating an automated reporting system. Until this is in place, an AspireIT team member will send a report of all participants who have completed the waiver once a week starting May 4, 2016 so that you can track which of your participants has completed the waiver.

  Note: You should have already submitted consent and release forms for all Program Leaders, Program Partners, and other team members to NCWIT.
  - **For Yourself (the Program Leader)** If you are under the age of 18, you will need to ask your parent/guardian to complete it for you Click here to submit your Program Leader Consent and Release Form.
  - **For Your Co-Leaders.** All other Co-Leaders (besides you and your Partner), may click here to submit a Consent and Release Form. If they are under the age of 18, a parent/guardian will need to complete it.
  - **For All Adult Team Members**. All other "adult" Team Members (besides you and your Partner), including volunteers, speakers, etc. may click here to submit a Consent and Release Form.

- ☐ **Orientation** Both Program Leaders and Partner need to take the AspireIT orientation and quiz (use the worksheet to help you take notes for the quiz). This is available in the AspireIT Toolkit under the "Orientation" section.

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The following are due <u>30 days</u> after your program ends

- ☐ **Participant Survey**
  Your program participants need to complete a brief online survey at the end of your program during the last class (it will take 5-10 minutes). You can find a direct link to the survey in the toolkit. Don't forget to plan for this!

- ☐ **Final Program Report**
  Use the pdf of the final report questions, spend some time with your Program Partner and team members to draft answers to these questions together.

  When you are ready to submit your final report, set aside about an hour to complete your final report. NCWIT will email you a link at the beginning of your program for an online form you will use and you can do it in different sittings.

  The Program Leader is the one who should complete and submit the Final Report on behalf of the team (not the Program Partner, parents, or other adults), though you can always ask for help if you need it.

- ☐ **Photos of your program**
  Please email photos to AspireIT@NCWIT.org with the name of your program in the subject field. For the safety of the program participants, all of those appearing in photos must have a consent and release form turned in to NCWIT (at the beginning of the program). Do not submit a photo unless you have submit a consent and release form for every person appearing in the photo(s).

- ☐ **Program Agenda, Lesson Plans and Recruitment Materials (optional)**
  Please share program agenda, lesson plans, and recruitment materials with other AspireIT Program Leaders by adding them to the AspireIT Facebook group. This will allow you to learn from each other!

<u>PROGRAM PARTNER is responsible for the following:</u>

- ☐ **Support, Mentor, and Assist the Program Leader** with the above post-program tasks. The Program Leader role is a leadership opportunity and we ask that you ensure that Program Leaders are held accountable for completing tasks by the 30 day deadline. Please refrain from submitting them yourselves or allowing parents, volunteers, etc. to submit on their behalf. This is a learning experience for those leading the program.

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- ☐ **Complete Program Partner Evaluation Survey**
  You will be contacted directly by NCWIT. Please respond promptly to this survey request. The questionnaire will not take you long to complete.

****PLEASE NOTE: IF THE ABOVE TASKS HAVE NOT BEEN COMPLETED BY THE DEADLINE, THE PROGRAMS LEADERS AND PARTNERS INVOLVED ARE NOT ELIGIBLE TO APPLY FOR FUTURE ASPIREIT PROGRAMS.**