

Maine Youth Voices Adult Coordinator Checklist

Please review the following checklist and use it as a resource throughout the year.

- Group size minimum of 8 students with one minimum identified youth coordinator or communication point person to be included in all communication.
- Regular meeting space and times identified.
- Names, mailing addresses, phone numbers and email addresses of all group members submitted to MYV office (updated quarterly).
- Group has created and reviewed their own substance use policy (see guidelines).
- Attendance at training conference #1 #2 #3
- Group has planned and completed at least one fundraising event.
- Group has selected, discussed and planned for delivery of first activity.
- Group has selected, discussed and planned for delivery of second activity.
- Group has selected, discussed and planned for delivery of third (optional) activity.
- Quarterly narrative report submitted: #1 #2 #3
(must be through email attachment)
(use quarterly report guidelines)
- Fiscal report (affiliate exempt): #1 #2 #3 #4