
Monthly Paperwork Checklist



Throughout the month:

- Send receipts to Gayla
- Statewide staff meeting on the 1st and 3rd Monday of the month
- Time sheets due the 1st and the 16th of each month
(this is subject to change depending on when weekends and holidays fall on the calendar)

Immediately upon completion of class or event:

- Send class rolls by email or mail to the state office
- Complete PEARS Program Activity and attach Class Participant Instruments
- Complete PEARS Success Stories
- Complete PEARS Indirect Activities (including Facebook)
- Complete PEARS PSE Site Activities
- Complete Qualtrics PSE Activity Survey
- Youth Create MyPlate Parent Evaluation

The end of the month:

- ZOOM training on the 4th Wednesday of each month
- Mileage Log (Private Vehicle Record)
- Eligibility Waivers