

**Biweekly Paperwork Submission Checklist**  
**Packet TWO**

**FY09**

**Mentor Name:** \_\_\_\_\_ **Mentor ID#:** \_\_\_\_\_

**Date Mailed:** \_\_\_\_\_

Use this checklist each time you mail a Type **Two** packet. Place this checklist on top of the documents sent to the office.

- \_\_\_\_\_ Monthly Provider Meeting Agenda
- \_\_\_\_\_ Monthly Provider Meeting Reports
- \_\_\_\_\_ Agency / Organization Contact Reports
- \_\_\_\_\_ Partnership Activities
- \_\_\_\_\_ Equipment Grant Applications
- \_\_\_\_\_ Meeting Supply Request Form
- \_\_\_\_\_ Contact Sheets
- \_\_\_\_\_ Consent Forms
- \_\_\_\_\_ Provider Interest Cards (pink cards)
- \_\_\_\_\_ NAFCC Membership Confirmation

**Other Items:**

- \_\_\_\_\_ Pre-Meeting Checklist
- \_\_\_\_\_ Equipment Grant Receipts (s)
- \_\_\_\_\_ Handouts / Flyers
- \_\_\_\_\_ Other (Please specify)
