

## Affiliate Education Program Reimbursement Checklist With Hope in Mind, Beginnings and NAMI Basics

CLASS NUMBER: \_\_\_\_\_

Class Start Date: \_\_\_\_\_

Class End Date: \_\_\_\_\_

TEACHERS: \_\_\_\_\_  
\_\_\_\_\_

Affiliates Receiving Credit for the Class: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

### PAPERWORK RECEIVED

- Name and contact information of all persons entering the class as a student
- Pre-Needs Assessments (Already in Student Manual Workshop 1)
- Post-Needs Assessments (Includes Student Evaluations of Class. Already in Student Manual Workshop 8)
- Class Rolls
- Graduation List with graduates names clearly PRINTED
- Teacher Evaluations
- Final Class Report
- Childcare Paperwork (If Applicable)
  - Includes Childcare Attendance Sheet
  - Consent and Release for Every Child
  - Reimbursement Requests for Childcare Providers

NUMBER OF GRADUATES: \_\_\_\_\_

TOTAL NUMBER OF STUDENTS IN CLASS (Non-Repeating): \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_