# Site Coordinator Checklist

The following is a checklist for site coordinators to use when coordinating their Scrubs Camp. All information should be submitted to Whitney Miller at [whitney.n.miller@und.edu](mailto:whitney.n.miller@und.edu)

# May 16, 2025

Participate in video conference for interested grant applicants

# DUE BY September 2, 2025

Confirm Scrubs Camp date

Confirm Scrubs Camp start and end time

Submit News Release form

# DUE A MINIMUM OF 3 WEEKS PRIOR TO SCRUBS CAMP

Scrubs Order Form\*

Scrubs Camp Final Agenda

# DUE A MINIMUM OF 1 WEEK PRIOR TO SCRUBS CAMP

Student Evaluation\* (Parts A and C required as they are, customize part B to your camp’s rotations)

# DUE WITHIN 3 WEEKS AFTER SCRUBS CAMP IS COMPLETED

*All materials must be received via email within 3 weeks after the date of your Scrubs Camp.*

Invoice on your facility’s letterhead with copies of receipts (see example)

Typed Student Participant Roster\*

Signed Student Photo/Video Waivers and Evaluation Waiver (if your school has a photo waiver, it must allow the school’s partners to use the photo/video content, if not, the Scrubs Camp waiver must still be completed)

All Student Evaluations\* (Parts A and C required as they are, customize part B to your camp)

All Presenter Evaluations

Final Report (completed via online link)

Pictures

Copies/pictures of promotional materials/nametags, student handouts, etc. Any press releases or other media exposure

Any additional items you are willing to share with us and others

\*Submit on required form that is online

Visit us online at: ruralhealth.und.edu/projects/scrubs-program