



Site Coordinator Checklist

The following is a checklist for site coordinators to use when coordinating their Scrubs Camp. All information should be submitted to Amy Breigenzer.

Email: amy.breigenzer@und.edu

Mail: Amy Breigenzer, Project Coordinator
Center for Rural Health
UND School of Medicine and Health Sciences
1301 N Columbia Road, Stop 9037
Grand Forks, ND 58202-9037

DUE BY DECEMBER 8, 2020

The following needs to be submitted to the Center for Rural Health:

- Scrubs Camp date
- Scrubs Camp start and end time
- On-site or virtual - can change later
- News Release due

December 10, 2020

Participate in video conference for all grant recipients

DUE A MINIMUM OF 4 WEEKS PRIOR TO SCRUBS CAMP

The following needs to be submitted to the Center for Rural Health:

- Scrubs Order Form* ~contact Amy if you aren't able to submit more than 3 weeks in advance
- Scrubs Camp Final agenda

DUE A MINIMUM OF 1 WEEK PRIOR TO SCRUBS CAMP

The following needs to be submitted to the Center for Rural Health:

- Student Evaluation*

DUE WITHIN 3 WEEKS AFTER SCRUBS CAMP IS COMPLETED

All materials must be received (not postmarked) by the CRH within 3 weeks after the date of your Scrubs Camp.

- Invoice on your facility's letterhead with receipts attached (see example)
- Typed Student Participant Roster* (must use template and be submitted via email)
- Signed Student Photo/Video Waivers & Evaluation Waiver
- All Student Evaluations* (customize part B to your camp but utilize required parts A and C as they are)
- All Presenter Evaluations
- Final report (completed online)
- Pictures
- Copy 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

