

## **PRIME TIME Family Reading Time® Program Closeout Checklist**

**Program Coordinators:** Please complete all activities and submit the forms listed below within 4 weeks of program completion. Payment for stipends and reimbursable expenses cannot be issued until all documentation is received.

### **Invoices (including SSN's; resource disk and PT webpage) for:**

\_\_\_\_\_ Community Organizer / Translator (depending upon availability of funds)

\_\_\_\_\_ Preschool Coordinator

\_\_\_\_\_ Transportation

\_\_\_\_\_ Book Shipping (if applicable and only up to \$75; receipt copy required)

\_\_\_\_\_ Preschool Center Materials (receipts required)

### **Reports, Forms, and Surveys:**

\_\_\_\_\_ Program Attendance Record (resource disk and PT webpage)

\_\_\_\_\_ Completed Registration Cards (copies are sufficient)

\_\_\_\_\_ Participants' Entry and Completion Surveys and 90-Day Follow-up Surveys (staple each family's surveys together) (resource disk and PT webpage)

\_\_\_\_\_ Program Coordinator's online final report

### **Books:**

\_\_\_\_\_ Book inventory form (resource disk and PT webpage)

\_\_\_\_\_ Ship books to next site or back to LEH once contacted by PRIME TIME staff (Louisiana sites)

\_\_\_\_\_ Ship books to next site or back to state sponsoring agency once contacted by project director (NEH and affiliate sites)

**Send completed forms to: Miranda Restovic, PRIME TIME Director  
Louisiana Humanities Center at Turners' Hall  
938 Lafayette St., Suite 300  
New Orleans, LA 70113  
504-620-2486—phone  
504-529-2358—fax  
[restovic@leh.org](mailto:restovic@leh.org)**