



License Application Criteria: A P.A.R.T.Y. Program Checklist

Step 1.

- Arrange a site visit to experience an existing P.A.R.T.Y. Program.

Step 2.

- Submit Application Package (please be as detailed as possible)
 - Section 1: Administration**
 - List P.A.R.T.Y. Program License Agreement Signing Authority, Association and Signee. (Please include contact information)
 - List P.A.R.T.Y. Program Coordinator and contact information(s)
 - Program Location(s)
 - Program or Site Name. (for approval)
 - Section 2: Program Details**
 - P.A.R.T.Y. Program lesson Plan (Agenda)
 - List key learning objectives and/or outcomes
 - Content: Each lesson plan must include the P.A.R.T.Y. Mission, and Vision
 - Evaluation process and questionnaire (pre/post evaluation forms)
 - Please also include:
 - Materials Needed
 - Participation Numbers: Include minimum and maximum numbers for your program.
 - Include target age or grade.
 - Section 3: Research and Evaluation**
 - Research goals and /or opportunities
 - Pre and Post Evaluations
 - How to publish/compile results.
 - Section 4: Finances**
 - Sample Financial Plan
 - Program costs:

- Fundraising Plan

□ **Section 5: Marketing and Promotions**

- Social Marketing Plan
 - Facebook, Twitter etc
 - Website
 - Media
 - Internal/External Promotions

□ **Section 6: Supporting Documents**

- Letter of support from School Board or participating schools
- Letter(s) of endorsement and/or evidence of potential involvement from community resources
 - Sponsorship
 - In Kind contributions
 - Associations
 - Parents,
- Letter(s) of support from participating partners
 - Partnering Examples:
 - Fire
 - First Responders
 - Police
 - Physicians
 - Trauma Nurses
 - Injury Survivor Organizations.
 - Volunteers
 - Universities (Student placements and/or volunteer(s))