



# Nominator Checklist

## NOMINATOR INFORMATION

Your packet should include all of these components:

- Applications     
  Brochures     
  Checklist

## TIMELINE

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>January 22:</b> Applications released | <input type="checkbox"/> <b>March 16:</b> Applications due | <input type="checkbox"/> <b>June 4:</b> Program begins |
| <input type="checkbox"/> <b>February 5:</b> Info Session*         | <input type="checkbox"/> <b>Early April:</b> Interviews    | <input type="checkbox"/> <b>August 3:</b> Program ends |
| <input type="checkbox"/> <b>February 12:</b> Info Session*        | <input type="checkbox"/> <b>Late April:</b> Selections     |  |

## COMPLETED APPLICATION COMPONENTS

Please help your nominees to be sure all components are included with their applications before submitting them for consideration. Each application should include these components:

- Application including three references     
  Official School Transcripts (sealed + unopened)

## NOMINEES

Keep track of all nominees here

Place check mark next to those candidates that have received an application packet and/or information concerning Green Team.

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

## NOMINEE CHECK-IN

Have you checked in with your nominees? Keep track of those you've contacted throughout the 8 week application process.

- |                                       |                                |                                |
|---------------------------------------|--------------------------------|--------------------------------|
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Week#_ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

## NOTES + QUESTIONS FOR GROUNDWORK JACKSONVILLE

If you plan to attend a info session you can start your list of questions here. Check your questions off as they've been answered with the response.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*Info sessions will be hosted at Emmett Reed Community Center, 1093 W 6th St, Jacksonville, FL 32209, from 6:30pm - 8:00pm