



Nominator Checklist

NOMINATOR INFORMATION

Your packet should include all of these components: Application Brochure Checklist

TIMELINE

- | | | |
|--|--|--|
| <input type="checkbox"/> January 8: Applications released | <input type="checkbox"/> February 12: Info Session* | <input type="checkbox"/> June 1: Orientation (Parent attendance req.) |
| <input type="checkbox"/> January 15: Info Session* | <input type="checkbox"/> March 8: Applications due | <input type="checkbox"/> June 3: Program begins |
| <input type="checkbox"/> January 17: Info Session* | <input type="checkbox"/> Early April: Interviews | <input type="checkbox"/> August 2: Program ends |
| <input type="checkbox"/> January 24: Info Session* | <input type="checkbox"/> Late April: 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 marks 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 an 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 multiple locations from 6:00 pm - 8:00 pm. Please visit our website to determine which locations work best for you and/or your nominee.

Questions? Contact Shanell Davis-Bryant, Groundwork Program Manager
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