**North Park NPSS Checklist**

**DRAFT 1 January 16, 2019**

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| **Item** | **Method** | **Date Completed** |
| 1. North Park Volunteer Protection
 | By the Influencer Leader |  |
| 1. Trip Approval
 | By the MOT |  |
| 1. Budget Approval, with Financial Contribution Approval
 | By the Influencer Leader with a Designated Account established, FYI to MOT. Contribution as per policy |  |
| 1. Goals Approval
 | By the Influencer Leader, FYI to MOT,Submitted to North Park Administration |  |
| 1. Alignment with Robertson Hall 5 Points
 | By the Influencer Team Leader |  |
| 1. Waiver Signed
 | Submitted to North Park Administration |  |
| 1. Insurance Purchased
 | Submitted to North Park Administration |  |
| 1. Financial Wrap up Completed
 | Submitted to North Park Administration |  |
| 1. Goals Report
 | Submitted to North Park Administration |  |

**North Park Influencer NON NPSS Checklist**

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| **Item** | **Method** | **Date Completed** |
| 1. North Park Volunteer Protection
 | By the Influencer Leader |  |
| 1. Trip Approval
 | By the MOT |  |
| 1. Financial Contribution Approval
 | By the Influencer Team Leader as per policy. |  |
| 1. Goals Approval
 | By the Influencer Leader, FYI to MOT, submitted to North Park Administration |  |
| 1. Alignment with Robertson Hall 5 Points
 | By the Influencer Team Leader |  |
| 1. Waiver Signed
 | Submitted to North Park Administration |  |
| 1. Insurance Purchased
 | Submitted to North Park Administration |  |
| 1. Goals Report
 | Submitted to North Park Administration |  |  |