



*“gathering resources to educate and empower network”*

**I N D E X**

Purchase total package of 5 CD’s or individually  
***Package \$115; individually \$20 each***

*Instructions:*

Step 1: Retrieve document (templates) from the CD to your computer and “save as” another document.

Step 2: Change/modifier and/or delete-- headers and text to meet the needs of your organization.

<b>I</b>	<b>Administration:</b> Agenda Brochure Calendar Employee Time Sheet Invoice 1 Invoice 2 Invoice 3 Mileage Report Program Timeline Sign-In List Task Timeline Telephone Log To Do List  <i>Bonus Forms (2)</i> <i>Current List</i> <i>Territory Log</i>	<b>CD 1</b>
<b>II</b>	<b>Organizational:</b> Assessment Form Authorization Form Evaluation Form Evaluation Form 2 Evaluation Form 3 Pre-Evaluation Form (I & II) Planning to Plan Form Needs Assessment 2 Questionnaire Registration Form Task Form 2	<b>CD 2</b>
<b>III</b>	<b>Funding:</b> Potential Funders (over 100) Community Partner Letter Template Direct Letter Template	<b>CD 3</b>
<b>IV</b>	<b>Financials:</b> Budget 1 – Budget Summary Worksheet Budget 2 – Budget Itemized Budget 3 – Simple Budget Budget 4 – Simple Budget	<b>CD 4</b>
<b>V</b>	<b>Agreements:</b> Service Agreement (1) Agreement (2) Memorandum of Understanding (MOU) <i>Additional Example Statements</i>	<b>CD 5</b>
<b>VI</b>	<b>Collaborations / Partnerships / Coalitions: <i>Coming Soon!</i></b>	<b>CD 6</b>