



## Site Coordinator Checklist

The following is a checklist for site coordinators to use when coordinating their Scrubs Camp. All information should be submitted to Brittany Dryburgh.

Email: [brittany.dryburgh@und.edu](mailto:brittany.dryburgh@und.edu)

Mail: Brittany Dryburgh, Project Coordinator  
Center for Rural Health  
UND School of Medicine and Health Sciences  
1301 N Columbia Road, Stop 9037  
Grand Forks, ND 58202-9037

### May 8, 2024

Participate in video conference for interested grant applicants

### DUE BY August 15, 2024

The following needs to be submitted to the Center for Rural Health for priority review:

Scrubs Camp date  
Scrubs Camp start and end time  
News Release due

### DUE A MINIMUM OF 3 WEEKS PRIOR TO SCRUBS CAMP

The following needs to be submitted to the Center for Rural Health:

Scrubs Order Form\* ~contact Brittany if you aren't able to submit at least 3 weeks in advance

Scrubs Camp Final agenda

### DUE A MINIMUM OF 1 WEEK PRIOR TO SCRUBS CAMP

The following needs to be submitted to the Center for Rural Health:

Student Evaluation\*

### DUE WITHIN 3 WEEKS AFTER SCRUBS CAMP IS COMPLETED

*All materials must be received (not postmarked) by the CRH within 3 weeks after the date of your Scrubs Camp.*

Invoice on your facility's letterhead with receipts attached (see example)

Typed Student Participant Roster\* (must use template including student ID numbers and be submitted via email)

Signed Student Photo/Video Waivers & Evaluation Waiver

All Student Evaluations\* (customize part B to your camp but utilize required parts A and C as they are)

All Presenter Evaluations

Final report (completed online)

Pictures

Copy of promotional materials/nametags, student handouts, etc.

Any press releases or other media exposure

Any additional items you are willing to share with us and others

\*Submit on required form that is online



Visit us online at:

[ruralhealth.und.edu/projects/scrubs-program](http://ruralhealth.und.edu/projects/scrubs-program)

