**Weekly & biweekly**

Weekly Expense Reports

Biweekly timesheet approval

Individual SS Recap

|  |  |  |
| --- | --- | --- |
| **September**   * County Team Meeting * Individual SS Recap * Track socialization attendance and events. * Check for Parent Advisory Completion (Sept/Oct.) | **October**   * Individual SS Recap * Track socialization attendance and events. * Check for Parent Advisory Completion (Sept/Oct.) | **November**   * SS Team Meeting * Individual SS Recap * Track socialization attendance and events. * Track Safe Environment Checklist for each county. |
| **December**   * County Team Meeting * Individual SS Recap * Track socialization attendance and events. | **January**   * Individual SS Recap * Track socialization attendance and events. * Check for Parent Advisory Completion | **February**   * SS Team Meeting * Individual SS Recap * Track socialization attendance and events. |
| **March**   * County Team Meeting * Individual SS Recap * Track socialization attendance and events. * Track Safe Environment Checklist for each county. | **April**   * Individual SS Recap * Track socialization attendance and events. * Check for Parent Advisory Completion | **May**   * SS Team Meeting * Individual SS Recap * Track socialization attendance and events. * Review Socialization Forms |
| **June**   * County Team Meeting * Individual SS Recap * Track socialization attendance and events. * Check for Parent Advisory Completion (June/July) * Review Socialization Forms * Create Socialization Survey | **July**   * Track socialization attendance and events. * Individual SS Recap * Check for Parent Advisory Completion (June/July) * Track Safe Environment Checklist for each county. * Disperse Socialization Survey to enrolled families. | **August**   * SS Team Meeting * Track socialization attendance and events. * Individual SS Recap |