In order to have successful program evaluations the Office of Title III Programs recommends the following:

- Attendance at meetings and attention to communication disseminated from our office is critical in order to keep you informed.

- Stay abreast of information posted on our website. The website will have current information concerning policy and procedures, our yearly calendar, forms, and various information to assist you in managing your office.

- It is imperative that you check your email on a regular basis. We will continue to use the email system as a means of communication.

- It is the responsibility of the Activity Director to ensure that all required reports are accurate and submitted in a timely manner. During the funding year the following reports are required: Quarterly Performance Reports, Inventory Tracking Reports, Time and Effort Reports, and Trip Reports (to be completed upon return from a trip).

- Become familiar with your proposal in order to make sure that you are adhering to the timelines which have been set, and throughout the year collect documentation to show the tangible results stated in your proposal.

- Due to justifiable and special circumstances, the Executive Director will review budget modifications during the second and third quarter of the funding year. We will also keep track of the number of attempts to do budget modifications.

- When it is necessary to travel outside of the program plan, prior approval is needed by the Executive Director before sending a Travel Authorization Request.

- We encourage you to keep all Title III documents in a separate file from your other office files.