

# Contact Information Sheet

Please complete the following information accurately so that we are able to communicate with the appropriate persons.

---

---

**School District or Organization:** \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different from physical address)

Main Office Number: \_\_\_\_\_

**Superintendent or Executive Director:** \_\_\_\_\_

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Director:** \_\_\_\_\_

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Other daytime duties: \_\_\_\_\_

**Project Co-Director (if applicable):** \_\_\_\_\_

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Other daytime duties: \_\_\_\_\_

**Claims/Financial Officer:** \_\_\_\_\_

Same as Project Director

Same as Superintendent/Executive Director

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Other daytime duties: \_\_\_\_\_

# Site Information Sheet

Please complete the following information accurately so that we are able to communicate with the appropriate persons.

---

---

## Site 1

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Same as Main Physical Address

Coordinator 1: \_\_\_\_\_

Same as Project Director

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Coordinator 1 Email: \_\_\_\_\_

Other daytime duties: \_\_\_\_\_

Ages of students being served: \_\_\_\_\_

Regular hours of operation: \_\_\_\_\_

---

---

## Site 2

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Same as Main Physical Address

Coordinator 2: \_\_\_\_\_

Same as Project Director

Same as main office number      Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Coordinator 2 Email: \_\_\_\_\_

Other daytime duties: \_\_\_\_\_

Ages of students being served: \_\_\_\_\_

Regular hours of operation: \_\_\_\_\_