

EXIT BINDER CONTENTS

- 1. Exit Report—written report of current and ongoing activities as well as summary of what has been done during the year**
- 2. Monthly Service Reports and Supervisor’s Quarterly Reports**
- 3. Important contacts**
- 4. Who’s who at sponsor or site organization**
- 5. Community organizations and civic clubs**
- 6. Manuals and training materials developed**
- 7. VISTA Site Application**
- 8. VISTA Coalition Work Plan**
- 9. Partnerships developed**
- 10. Events held and documented procedures and timelines**
- 11. Presentations made**
- 12. Grants submitted and funded**
- 13. Forms and materials created**
- 14. Flyers, brochures and publicity materials**