

New Affiliate Checklist

Use this checklist to track your progress as you build your local program

	TASK	RESOURCES TO COMPLETE	NOTES/QUESTIONS	DATE COMPLETED
1	Create login/password on Affiliate Only site within the Project ADAM (PA) national website <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Medical Director	www.projectadam.com/projectadam-registration		
2	Provide the national office a copy of your hospital/organization logo and your Program Coordinator and Medical Director names, credentials and email addresses to be included on the national website	www.projectadam.com/projectadam/our-team		
3	Review PA Affiliate Operations Manual	<ul style="list-style-type: none"> Affiliate Only website - New Affiliate Resources section www.projectadam.com/projectadam-login 		
4	Obtain REDcap login <input type="checkbox"/> Review Yearly Update Form <input type="checkbox"/> Review School Incident Form	<ul style="list-style-type: none"> Affiliate Only website - Data Collection section Email national office to set up a time for a call 		
5	Join Monthly Coordinator Calls <i>(1st Tuesday of each month)</i>	<ul style="list-style-type: none"> Schedule calls on your calendar as a recurring meeting <i>(national office will add you to the list)</i> 		
6	Join Monthly Coaching Call for new affiliates Is <i>(3rd Thursday of each month)</i>	<ul style="list-style-type: none"> Schedule calls on your calendar as a recurring meeting <i>(national office will add you to the list)</i> 		
7	Review Marketing Toolkit	<ul style="list-style-type: none"> Affiliate Only website - Marketing section 		
8	Review Heart Safe School (HSS) Designation Process <input type="checkbox"/> HSS Best Practices <input type="checkbox"/> HSS Checklist <input type="checkbox"/> HSS Toolkit	<ul style="list-style-type: none"> Affiliate Only website - Heart Safe Schools section 		
9	Create a Program Council	PA Affiliate Operations Manual - p. 6		
10	Meet with and develop key hospital/organizational partners <input type="checkbox"/> Heart Center <input type="checkbox"/> Marketing <input type="checkbox"/> Foundation <input type="checkbox"/> Quality Improvement <input type="checkbox"/> Government Affairs	PA Affiliate Operations Manual - p. 7		
11	After reviewing the Best Practices Document, determine what your PA activities will include <i>(i.e. HSS designation, assisting with drills, consultations, CPR training, travel area)</i>	<ul style="list-style-type: none"> Affiliate Only website - Heart Safe Schools section 		

12	Plan Pilot School	PA Affiliate Operations Manual - p. 8		
13	Meet with Pilot School	PA Affiliate Operations Manual - p. 8		
14	Review AED special pricing resources	• Affiliate Only website - CPR/AED Resources section		
15	Connect with Mary Smith for Heart Safe School banners	• Affiliate Only website - Heart Safe Schools section		
16	Review the national committee role descriptions <input type="checkbox"/> Growing Affiliates <input type="checkbox"/> Education <input type="checkbox"/> Publications <input type="checkbox"/> Advocacy	• Affiliate Only website - National Committees section		