

## **CHECKLIST FOR GOLDEN CHOICES**

The Department of Elder Affairs, Volunteer Programs will provide:

- ✓ Hotel and meal arrangements for all attendees of events
- ✓ Local transportation arrangements during the event
- ✓ Award plaques for individuals receiving a Golden Choices 2003 Award
- ✓ Local activity planning and coordination of event

### Program Staff Checklist

- Have you contacted all volunteers to inform them of their nomination for Golden Choices 2003?
- Have you completed the information sheets on all volunteers and staff members attending the event?
- Have you obtained a color photo of your nominees?
- Have you submitted the information sheets to the Florida Department of Elder Affairs before April 9<sup>th</sup>, 2003?
- Have you arranged and secured travel for all volunteers and staff attending the event?