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| [Lead Agency]  | your logo here |

**School Located Vaccination Event (SLVE) Evaluation Checklist**

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| [ ]  | Redistribute leftover vaccine |
| [ ]  | Distribute feedback surveys (staff/volunteers, school staff, parents/ guardians, etc.) |
| [ ]  | Send summary reports to each participating school |
| [ ]  | Hold debriefs meetings with core planning partners |
| [ ]  | Summarize and consolidate feedback and make programmatic changes as needed |
| [ ]  | Create summary reports and participation reports |
| [ ]  | Conduct inventory of administrative and medical supplies |
| [ ]  | Reconcile budget |