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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 |