

**SEASPAR PROGRAM SUMMARY**

**PLEASE PRINT - This form is to be completed and submitted immediately following the activity.**

Program \_\_\_\_\_ Activity \_\_\_\_\_ Date \_\_\_\_\_

Facility/Location \_\_\_\_\_

Vehicle(s) Used: B2 Louise Newman Rain Ruby Simba Sparty Taylor Thelma Yoshi

Any schedule/facility/vehicle/activity deviations or changes? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Participants Absent	Expected?	Unexpected?	Comments

**Additional documentation being submitted due to incidents at the program:**

Accident/Incident Form       Behavior Report       Seizure Report

Were any participants picked up 15 minutes late or more? List name(s) and time(s) of pickup. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Were any staff absent or late? Only list unexpected absences or tardiness. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendations/suggestions/comments/concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cash Spent \_\_\_\_\_ Total Credit Card \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

**Please print**

**Additional Follow-up Needed Office use – Initial & date once follow-up is complete:**

<input type="checkbox"/> S.O. Coordinator _____	<input type="checkbox"/> Support Staff Manager _____
<input type="checkbox"/> Youth Coordinator _____	<input type="checkbox"/> Day Program Manager _____
<input type="checkbox"/> T & A Program Coordinator _____	<input type="checkbox"/> Inclusion Manager _____
<input type="checkbox"/> T & A Special Events Coordinator _____	<input type="checkbox"/> Superintendent of Admin _____