

**Teen Enhancement 2019
Supervisor Agreement**

If this proposal is chosen for funding I commit to supporting staff in the completion of the proposed program. I acknowledge my need to support them through this process and to ensure that all responsibilities are completed.

Responsibilities will include:

- ◆ Meeting with supervisor and/or Center Coordinator to sign agreement forms to accept the funding
- ◆ Ensuring a YPQ site visit to the project
- ◆ Ensuring all funds are accounted for including proper coding of receipts and a monthly budget report
- ◆ Ensuring all documentation is in order
- ◆ Ensuring all reporting requirements are completed
- ◆ Ensuring that project is completed as awarded or working with fund lead if changes need to be made
- ◆ Reporting to fund lead if there are challenges that keep the project from being able to be completed
- ◆ Keeping the Center Coordinator and/or supervisor up to date on the progress of the project
- ◆ Reporting at future pay day meeting about the project, the process, and the outcomes

I am also aware that should there be a staff change I will need to ensure that the program is still completed and all reporting and documentation are submitted on time.

Name(s) of staff applying for Teen Enhancement Fund: _____

Supervisor's Name (printed): _____

Supervisor's Title: _____

Supervisor's Signature: _____ Date: _____