**ANFT Immersion Paperwork Reconciliation Checklist**

Use this form to ensure that all paperwork from the immersion at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been received. Trainers for an immersion will scan it and upload it to the corresponding immersion folder in Google Drive. **Please scan forms to PDF format**. Trainers, Training Coordinator, General Manager and office staff will be sent a link to the shared immersion folder.

| **Document Title** | **Total Needed** | **Notes** |  **#** | **Complete Checkmark** |
| --- | --- | --- | --- | --- |
| Program Payment Roster and Forms Checklist (report from database) | 1 ea. | Ensure all immersion forms have been received through docusign (includes Immersion Agreement, Use of Likeness & Testimonial, COVID-19 Self-Check Agreement, and Social Distancing & Hygiene Standards) |  |  |
| Participant Medical Questionnaire | 1 per participant + trainers/assistants | Check for signature and date. Create a pdf scan (double sided) of the bundle and upload to Google Drive folder |  |  |
| Course Evaluations | 1 per participant | Create a pdf scan (double sided) of the bundle and upload to Google Drive folder |  |  |
| Public walk release (Optional) | 1 total public attendants | Create a pdf scan of the bundle and upload to Google Drive folder |  |  |
| Public walk surveys (Optional) | 1 total public attendants | Create a pdf scan of the bundle and upload to Google Drive folder |  |  |
| Immersion Debrief Notes | 1X total for team | Create a pdf scan (double sided) and upload to Google Drive folder |  |  |
| Accident Incident Report(If applicable)  | Circumstantial only | If a report is received, create a pdf scan (double sided), and send an email to the Training Coordinator and CC General Manager to inform them to review the report |  |  |