**Back To School Program**

Step 1 AUDIT

* Introductory Formal Presentation – invite ALL stakeholders
* Audit/Survey for each building -*electronic*
* NuFiber Product Calculator -*new tool /APP*
* Formal Proposal

Step 2 CHANGE MANAGEMENT

* Soil Spreader Recovery Meeting
* Head Custodian Questionnaire- *new tool*

Step 3 IMPLEMENTATION

* Large Group Kick Off Training
* Building Specific Training
* Support
  + Best Practices Process Manual
  + Videos
  + Wall Charts
  + Web site SUPPORT form

Step 4 COMMUNICATION

* Media Kit
  + Template Letter for School District Website
  + Template letter to send home to parents
  + Decals for restroom mirrors

Step 5 VALIDATION

* Follow up training on-site
* ATP swab testing
* Data sharing
* Recognition Program