



High School: _____

UC STEP'S Civic Engagement Campaign- Staff Advisor

Responsibilities:

- Monitor the student coordinator as they fulfill their project responsibilities.
- Review the student coordinator's *Reporting Form* each reporting period. Approve the student coordinator's documentation of item and school participation on the *Reporting Form* by emailing the form with required attachments to the County of Union at ucstep@ucnj.org at the conclusion of each reporting period.
 - **Please note: If the *Reporting Form* is not submitted from the staff advisor's email, the form will be considered unapproved, and bonus points will not be awarded to the school.**

Name: _____

Position: _____

Phone: _____

Email: _____

UC STEP'S Civic Engagement Campaign-Student Coordinator

Responsibilities:

- Keep track of activities/events.
- Complete the *Reporting Form* to document school participation and receive points. Submit the form with required attachments to the staff advisor at the end of each reporting period.
- Email ucstep@ucnj.org to update County staff on your school's campaign activities.

Name: _____

Grade: _____

Phone: _____

Email: _____