



# COMMUNITY DEVELOPMENT CHECKLIST

August/September

Welcome Back! Let's get off to a great start.

## AUGUST

I have.....

- Completed inventory for my section
- Created door tags for my residents
- Introduced myself to every resident in my section
- Distributed all resident handbooks
- Distributed all Room Inventory and Condition Forms, Emergency Notification Forms and Case Hall Pledge Forms (if applicable)
- Posted all necessary signage

Comments:

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RA Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Resident Administrator Verification: \_\_\_\_\_

## SEPTEMBER

I have.....

- Completed and submitted all paperwork including Room Inventory and Condition Forms and other related forms
- Created a bulletin board for my section
- Scheduled my monthly section meeting and notified Resident Administrator of the times
- Held my first section meeting
- Know all my resident's names and something about them.....
- Posted a work request folder
- Establish "open door hours/policy & posted class schedule
- Planned my first program

Comments:

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RA Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Resident Administrator Verification: \_\_\_\_\_