**2020-2021 T.R.A.I.L. Organizational Contact Form**

***Note that all Online Reporting Site Roles listed in this form must align with the roles in the key below. This information is needed in order to properly designate users within the online reporting system.***

**Online Reporting Site Role Key**

**Role:** CEO

**Profile:** All Access, All Sites (financial and program access to ALL sites associated with the organization, and the ability to add new contacts within the online reporting site)

**Role:** Finance Coordinator

**Profile:** All Access, All Sites (financial and program access to ALL sites associated with the organization, BUT this profile CANNOT add new contacts within the online reporting site)

**Role:** Program Coordinator

**Profile:** Program Only, All Sites (program access to ALL sites associated with the organization; no financial access)

**Role:** Site Coordinator

**Profile:** Program Only, Specific Site (program access to ONE site associated with an organization that has multiple implementation sites — please specify Site 1, Site 2, Site 3, etc.; no financial access)

Chief Executive Officer

|  |  |
| --- | --- |
| Name: |  |
| Online Reporting Site Role: |  |
| Phone Number: |  |
| Cell Number (Optional): |  |
| Email Address: |  |
| Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role. |  |

Financial Reporting Contact Information

*This is the person who will be submitting reimbursement requests for all funded sites.*

|  |  |
| --- | --- |
| Name: |  |
| Title (or relationship to Club): |  |
| \*Online Reporting Site Role: |  |
| Phone Number: |  |
| Cell Number (Optional): |  |
| Email Address: |  |
| Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role. |  |

Program Reporting Contact Information

*This is the person who will be submitting program reporting for all funded sites.*

|  |  |
| --- | --- |
| Name: |  |
| Title (or relationship to Club): |  |
| \*Online Reporting Site Role: |  |
| Phone Number: |  |
| Cell Number (Optional): |  |
| Email Address: |  |
| Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role. |  |

Site Contact Information

|  |  |
| --- | --- |
| Unit Name: |  |
| Unit City, State: |  |
| Unit Contact Name: |  |
| Title (or relationship to Club): |  |
| \*Online Reporting Site Role: |  |
| Phone Number: |  |
| Cell Number (Optional): |  |
| Email Address: |  |
| Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role. |  |

|  |  |
| --- | --- |
| Unit Name: |  |
| Unit City, State: |  |
| Unit Contact Name: |  |
| Title (or relationship to Club): |  |
| \*Online Reporting Site Role: |  |
| Phone Number: |  |
| Cell Number (Optional): |  |
| Email Address: |  |
| Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role. |  |