

Coordinators' Checklist

1	Register on www.pieta.ie <i>closing date: 1st December 2023</i>	
2	Receive confirmation email with link to your designated SharePoint folder	
3	Set up Amber Flag Committee	
4	Conduct audit	
5	Identify 3 Mental Health Goals <i>See Information Booklet for requirements and further details</i>	
6	Register fundraiser: https://www.pieta.ie/register-your-fundraiser/ <i>Fundraising is a required goal for <u>new</u> applicants</i>	
7	Hold Mental Health/ Wellbeing Day or Week <i>A required goal of all applicants</i>	
8	Hold fundraiser <i>See Information Booklet for donation/lodgement details</i>	
9	Hold activities/events to meet additional goals set	
10	Upload completed Amber Flag Application Booklet along with supporting evidence to designated SharePoint folder	
11	Complete Amber Flag Feedback Form	
12	Submit Your Application <i>Complete submission form on SharePoint before closing date</i>	