

# Coordinators' Checklist

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| 1  | Register on <a href="http://www.pieta.ie">www.pieta.ie</a><br><i>closing date: 6th December 2024</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<br><i>See Information Booklet for requirements and further details</i>   |  |
| 6  | Register fundraiser: <a href="https://www.pieta.ie/register-your-fundraiser/">https://www.pieta.ie/register-your-fundraiser/</a><br><i>Fundraising is a required goal for <u>new</u> applicants</i> |  |
| 7  | Hold Mental Health/ Wellbeing Day or Week<br><i>A required goal of all applicants</i>   |  |
| 8  | Hold fundraiser<br><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<br><i>Complete submission form on SharePoint before closing date</i>  |  |