

[illegible]

Forms are sent to the office by the site staff.

Forms are sent to sites for completion.

Forms are delivered back to the office to be processed.

**Site Mentors** will be responsible for collecting and tracking the number of MC's and LEF's. As always, they will be the point of contact between the office and the Faculty at their site. Mentors will coordinate (in compliance with the office guidelines) the collection and delivery of the forms from and to their site at the beginning and the end of each session. This form needs to be submitted together with the end of session paperwork.