



Thanks for your interest in *Safety Break!* Below are the details concerning the requirements to receive the reimbursement. If you have any additional questions, please let us know by calling **800-416-2522** or ktsro@dcca.org.

Requirements:

- 20 student minimum
 - There must be at least 20 pre- and post-test scores submitted to qualify.
 - Ideally, all the pre- and post-tests will be from the same students, but we understand that sometimes there may be an absent student or minor change from one day to the next, so please simply do your best.
 - We do not need student names or identifying information.
- Collect pre-test
 - Pre-tests are provided with the kit, but if you need more copies, please contact KTSRO.
 - Save pre-test score average, it will be submitted online at the end of the program.
- Complete all 5 chapters
 - The schedule is up to you! All in one day, 5 days in a row, or across several weeks, whatever works for your group.
 - Everything that is needed for the chapters is included in the kit.
 - If you choose to do the program more than once, please complete another order form to request more materials by selecting “supplies re-order” near the bottom of the form.
- Collect post-tests
 - Post-test are provided with the kit, but if you need more copies, please contact KTSRO.
 - Save post-test score average, it will be submitted online at the end of the program.
- Submit results to KTSRO
 - Fill out the Completion Form and submit to KTSRO office online.
 - Insert the average of the pre- and post-tests in the boxes provided.
 - Upload photos of the events
 - Once all data is submitted, KTSRO will issue a \$250 to the program indicated on the form.

Additional Information

- There are no limitations for how your program may use the reimbursement.
- The \$250 will be provided for each location the program is completed. Limit one reimbursement per program location per year. (For example, 1 school can receive one check, regardless of the number of presentations. However, one organization may receive reimbursement for each location the program is completed.)
- KTSRO fiscal year runs Oct. 1 – Sept. 30. All programs completed within the fiscal year MUST have their completion form submitted by Sept. 15 to receive payment.