



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 for one or the other days, 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, all scores 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 [here](#) 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.
- 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. (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.