



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](mailto: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 information.
- Collect pre-test
  - Pre-tests are provided with the kit, but if you need more copies, please get those here.
  - Save pre-test score average on the form provided in the kit, 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 also provided with the kit, but if you need more copies, please get them here.
  - Save post-test score average on the form provided.
- 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.
  - Attach photos to an email to [ktsro@dcca.org](mailto:ktsro@dcca.org) with the subject “Safety Break” and indicate which school/program they are attached to.
  - Submit copy of W-9 form to via email, [ktsro@dcca.org](mailto:ktsro@dcca.org) or mail – KTSRO 2930 Wanamaker Dr. Topeka KS 66614
  - Once all data is submitted, KTSRO will issue a \$250 to the program indicated on the form.
- 6 months to complete
  - From the date the kit is sent, you have 6 months to complete all the components of the program. That date will be indicated on the welcome form provided in the kit.

### Additional Information

- There are no limitations for how your program may use the reimbursement.
- The \$250 will be provided for each completion of the program, not based on the number of students.