**E-PREP CHAIR - YEAR-END REPORT**

**Lake Washington School District**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Prep Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***For use by E-Prep Chair or Administrator or Board; to be filed in the School E-Prep Binder.***

1. **School’s emergency supplies were inventoried on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. **Full inventory or partial? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **Notes about inventory process:**
2. **Items purchased this school year:**
3. **Items flagged to purchase next year:**
4. **Important projects/tasks conducted this year:**
5. **Projects/tasks for the future:**
6. **Helpful contacts (within the school, board or district) to remember:**