

What Are These Sheets?

What is the Cover Sheet?

A cover sheet (you'll find one at the end of the Survey) goes on top of each supporting document or separate batch of supporting documents (such as air, soil, or water tests - photos - doctor's reports - letters or emails, etc.) It let's whoever is looking at it know at a glance what's in the document or batch of documents and who it belongs to. Be sure to copy the Cover Sheet to make as many as you think you'll need. You can also print the Cover Sheet from the Survey website at

<http://www.DamascusCitizensATSDR.org>

What is a Multi-Household Cover Sheet?

There is often a person or persons in a community that have collected environmental tests, photos or letters, etc. that are relevant to more than one household in the community. The Multi-Household Cover Sheet can be used - one for each document or batch of documents - to explain which households those documents relate to.

What is the Community Sheet?

The Community Sheet is filled out by the "Community Leader", the person who has volunteered to oversee the Survey-taking activity for their area; making sure it gets done and that all Surveys and supporting documents are submitted. The Community Leader fills in their own contact information, creates the Multi-Household Group ID(s) and then fills in the information for the Multi-Household Group(s) in their area. The Community Leader may decide that there should be only one Multi Household Group (MHG) in their area - or possibly two - or more.

(Example: If a group of households in one area are having problems with a compressor station, the Community Leader may decide that that should be a different MHG than another group in the area that is having trouble with affected well water.)

This sheet helps whoever is receiving the Surveys from a MHG to understand at a glance how many MHG's there are in the area, who the Community Leader is and how to contact them.

What is the Multi-Household Member Sheet?

This sheet lists the individual households in a Multi-Household Group.

The Multi-Household Member sheet is filled out by the "Multi-Household Coordinator" - a person who lives within a Multi-Household Group and can help others in their group to fill out their Surveys and help with gathering and copying their supporting documents.

The Community Coordinator fills in their own contact information and then the information for each of the households in their Multi-Household Group.

Note: In some cases, the Community Coordinator might be the same person as the Community Leader.

***It's always helpful to keep one of each of these sheets blank so you can make copies if you need them. They can also be printed out from the Survey website at <http://www.DamascusCitizensATSDR.org>**