Aim4Excellence Cohort

Getting Started Checklist

**Setting Up the Contract**

* Contact the McCormick Center to request a Letter of Agreement
* Return the signed Letter of Agreement to the McCormick Center
* Receive invoice; Submit payment according to the agreed upon terms

**Planning and Prepping**

* Recruit and select cohort facilitator
* Facilitator completes online module: *CQI-Supportive Leadership Through Collaborative Learning*
* Establish cohort meeting dates and timeline
* Locate and book meeting locations
* Identify participant criteria, create application, and determine application review procedures
* Determine marketing plan to recruit participants
* Facilitator registers as auditor (registration instructions will be sent by the McCormick Center)
* Facilitator begins the Aim4Excellence modules as auditor
* Facilitator is given access to the *Aim4Excellence Facilitator Manual* and other resources within the facilitators’ community website to begin preparing for cohort meetings

**Recruiting Participants**

* Create and distribute flyers, ads, and online marketing content
* Collect applications and select participants
* Notify participants of acceptance, meeting dates, and program details
* Distribute Aim4Excellence registration instructions to participants (registration instructions will be sent by the McCormick Center)

**Get Started!**

Your cohort is ready to go!