

TRIO Christmas Giveaway, Day 2

“Order of Digital Forms in Participant Files”

On the second day of Christmas, NEC is gifting you something every TRIO Project needs but rarely has the time to create, update, or standardize.

Today’s gift is a **ready-to-use order of digital forms** for your Participant Files.

If your files are already digital, wonderful. If they are... let’s just say “a work in progress,” this will help you tighten things up quickly.

To get you started, here are some **Order of Digital Forms in Participant Files** you can use right away:

- [Student Support Services - Order of Digital Forms in Participant Files](#)
 - [Talent Search - Order of Digital Forms in Participant Files](#)
 - [EOC - Order of Digital Forms in Participant Files](#)
 - [UB/UBMS - Order of Digital Forms in Participant Files](#)
- (email [Lisa](#) for VUB or McNair)**

These templates reflect the correct structure for Eligibility, Need for Academic Support, Annual Services, Progress and Performance, and Required Forms.

Every TRIO project should maintain digital files in a consistent order, not only for daily operations but to keep your team safe during audits, site visits, and APR validation checks.

Looking for more comprehensive guidance?

NEC offers **Recordkeeping Professional Development Webinars** for TRIO Programs. They are available live or on demand, and yes, they are allowable costs. If you want to build team consistency, onboard new staff, or clean up a backlog of files, this training will help you get there faster.

Click below for more information, or email us at info@nosotrosedu.org

<https://www.nosotrosedu.org/professional-development>

And don’t worry, TRIO friends. This is only Day 2. We have ten more days of gifts headed your way!