

SAMIS

New Program Site Request Instructions



Site Request Instructions

Program sites that are currently found in SAMIS come from site locations provided by your proposed grant or from previous grants. If your program is expanding to a new site and the site location not in SAMIS, please follow the instructions below.

1. Compose an email to rstone@escambiachildrenstrust.org with **Add New SAMIS Site Location** in the email subject line.

Required Information for Email

1. Name of the site (ex. Pensacola High School, ES Cobb Community Center, CR Main Office)
2. Site address (Street Address, City, Zip Code)
3. Site Type (choose from the following list)
 - Child Care Center
 - College / University
 - Correctional Facility
 - Faith Based Location
 - Health Facility
 - Home
 - Housing Development
 - Library
 - Mobile
 - Museum/Cultural Center
 - Park / Public Community Center
 - Preschool
 - School - Alternative/Specialized
 - School - Charter
 - School - Private
 - School-Public (Elementary)
 - School-Public (Middle)
 - School-Public (High)
 - School-Public (K-8)
 - Shelters / Undisclosed sites

When the new site has been added to SAMIS,
Escambia Children's Trust will send an email notification the sender.