

MEMORANDUM FOR RECORD

Date: [Click here to enter a date.](#)

FOR: Mike Berry, Loss Prevention Manager, Shasta Trinity Schools Insurance Group

FROM:

SUBJECT: District Safety Communication Program for 2026-2027 Loss Prevention Incentive

1. This year our school district has followed an active safety communication program. We understand that an active safety communication program is an integral part of our safety program and may include onsite bulletin boards, employee newsletters, district website postings, emails, flyers, verbal announcements and other means.

2. We have used the following means to communicate safety messages and information to our employees this year:

3. The point of contact for this memorandum is _____ who can be reached at _____.

Signature