



Justice Necessary Menstrual Product Grant Implementation Plan Template

School/District Name	
Primary Contact (Name, Title, Phone, and Email)	
Date	

Instructions:

1. Answer every section. Be specific and avoid general statements.
2. Where possible, use dates, numbers, and names of the responsible party/individual.

Justice Necessary will use this plan to monitor compliance.

Section 1: School Context & Need

Grades Served	
Total Student Enrollment	
Estimated number of students who menstruate	
% of students on free/reduced lunch	
Current menstrual product access status (before this grant)	
1. Where are menstrual products currently available, if anywhere?	
2. What gaps does this grant address?	
3. What barriers have students reported (costs, access, stigma, distance)?	

Section 2: Compliance with Colorado Law (HB24-1164)

Applicants must confirm that products will be free and will not be restricted or rationed.

Applicants must confirm that signage will meet legislative requirements.

Milestone Date	% of Bathrooms Stocked	Number of Bathrooms	Status (Planned/In Progress/Complete)

Section 3: Product Distribution Plan

Please describe exactly how the menstrual products will reach students. Include the following information:

- Specific restrooms receiving products (female, gender-neutral), including clear information about signage
- Type of distribution (dispensers, baskets, location of backup supply (front office, nurse))
 - Number of dispensers to be installed
 - Who is responsible for stocking and refilling
 - Back-up plan if dispensers are empty or broken

Section 4: Installation & Facilities Coordination

Schools/Districts will be awarded dispensers, and dispensers must be installed before June 30, 2026. Applicants receiving dispensers must provide an installation plan, detailing the following information:

Confirmation facilities staff have been notified	
Installation method (district/school staff or vendor)	
Estimated installation date	
Contingency plan if installation is delayed	

Section 5: Program Oversight & Staffing

Please provide the following information:

Program lead name and title (if different than the person listed above)	
Secondary Contact (Name, Title, Email)	
Who will be responsible for checking inventory?	
How often will inventory be checked?	
Please describe your plan to report any issues to Justice Necessary	

Section 6: Preventing Misuse & Ensuring Sustainability

Please describe your plan to prevent misuse by outlining strategies for identifying, preventing, and responding to the inappropriate use of products or dispensers. This plan should support the functionality, cleanliness, and accessibility of dispensers and may include student engagement programs through clubs or staff monitoring.

Anticipated challenges (overuse, vandalism, hoarding)	
Prevention strategies (Describe prevention strategies and how these strategies will be communicated to staff and students)	
Response plan if misuse occurs (Include which staff member will be responsible for responding to misuse and protocols for responding to misuse)	
How will staff address issues without punishment or removal of access? Confirm the following in your response: <ul style="list-style-type: none"> ● Products will never be withheld as discipline ● Products will never be resold or taken home in bulk 	

Section 7: Student & Community Communication

How will students be informed that products will be available in their school?	
How will signage be posted and maintained?	
How will families be informed?	
How will stigma be addressed?	
How will student leadership be involved?	

Section 8: Data Collection & Reporting Commitment

Please confirm that you will complete the following:

- Attendance at the grant webinar
- Promotion of student and faculty surveys (survey participation affects future eligibility)
- Internal timeline for survey distribution (see below)

Section 9: Implementation Timeline

Applicants must provide a timeline covering the following:

- Justice Necessary Menstrual Product Grant Product Usage Agreement submittal
- Webinar attendance
- Product pickup at PeriodPalooza
- Installation of dispensers
- Initial stocking of products
- Communication rollout
- Survey distribution

Task/Description of Activity	Person Responsible	Target Date	Status

Section 10: Certification & Assurance

Applicants certify:

- The information in this Implementation Plan is accurate
- The Implementation Plan will be followed
- Changes will be reported to Justice Necessary
- Grant requirements and prohibited uses are understood

Name _____

Title _____

Date _____