

TOP 4 OF TITLE IV

4 DOCUMENTS TO READ

1	Your Approved Grant Application and Budget
2	Grant Assurances – Program and Fiscal
3	21 st CCLC Subgrantee Operations Manual
4	21 st CCLC Important Dates document

4 PEOPLE TO KNOW IN YOUR SCHOOL/DISTRICT

1	Principal
2	Fiscal Contact
3	Facility Manager
4	Family Engagement Liaison

4 RESOURCES TO UTILIZE

1	CDE Lead Consultant and Evaluation Consultant
2	CDE's 21 st CCLC Website (www.cde.state.co.us/21stcclc)
3	Other 21 st CCLC Program Directors
4	You for Youth (Y4Y) Website (https://y4y.ed.gov/)

4 OUTREACH STRATEGIES

1	Network With Teachers
2	Identify Program Champions
3	Participate in Back to School Events
4	Meet as Many Students and Families as Possible

4 STEPS FOR BUILDING YOUR TEAM

1	Identify Partnership Opportunities
2	Develop Job Descriptions and Staffing Structure
3	Develop Onboarding Processes and Professional Development Opportunities
4	Network/Connect With Teachers in the School as Part of Your Team

4 ACTION STEPS AFTER THIS TRAINING

1	Read your grant and confirm your program schedule and yearly calendar.
2	Develop a participant registration packet and be sure it includes emergency contacts, as well as required student information needed for state and federal data reporting
3	Make an appointment with your school/district leaders to discuss your program's goals, objectives, and program support needs.
4	Meet with your district data tracking and evaluation staff.