

# TOP 4 OF TITLE IV, PART B

## 4 DOCUMENTS TO READ

1	Your Cohort's Request for Application (RFA)
2	Your Approved Grant Application (including Assurances and Performance Measures) and Budget
3	21 <sup>st</sup> CCLC Subgrantee Operations Manual
4	21 <sup>st</sup> 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 <sup>st</sup> CCLC Website ( <a href="http://www.cde.state.co.us/21stcclc">www.cde.state.co.us/21stcclc</a> )
3	Other 21 <sup>st</sup> CCLC Program Directors
4	You for Youth (Y4Y) Website ( <a href="https://y4y.ed.gov/">https://y4y.ed.gov/</a> )

## 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.