

**21st Century Community Learning Centers  
ACTIVITIES Reporting Spreadsheet  
Data Entry Guidance**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Please select the term(s) in which the activity occurred.				If this is a STEM activity, please indicate whether it is Science, Technology, Engineering, and/or Math (select all that apply).				How often was this type of activity provided? Please enter the number that best represents the activity's frequency.	If you selected more than once a month, please enter the number that best represents the activity's frequency per month.	If you selected more than once a week, please enter the number that best represents how many times per week this activity was offered.		
2	<b>Activity Name:</b>	<b>Summer (June 1 - Aug. 31)</b>	<b>Fall (Sept. 1 - Dec. 31)</b>	<b>Spring (Jan. 1 - May 31)</b>	<b>Primary Activity Category</b>	<i>Science</i>	<i>Technology</i>	<i>Engineering</i>	<i>Math</i>	1 = Once Per Term 2 = Monthly 3 = More than Once a Month (complete Column G, skip Column H) 4 = More than Once a Week (complete Column H, skip Column G)	2 = 2 times per month 3 = 3 times per month 4 = Weekly	2 = 2 times a week 3 = 3 times a week 4 = 4 times a week 5 = 5 times a week 6 = 6 times a week 7 = daily	Typical number of hours activity was provided per session	Typical number of participants served by activity per day. NOTE: Please do not include instructors, volunteer tutors, and other staff. Only those being served should be included.
3	i.e. Robotics, Arts & Crafts, Soccer, Homework Help, Readers' Theatre, etc	NOTE: Must use the drop-down arrows to select "Yes" or "No"	NOTE: Must use the drop-down arrows to select "Yes" or "No"	NOTE: Must use the drop-down arrows to select "Yes" or "No"	NOTE: Must use the drop-down arrows to select Primary Activity Category					1= Once Per Term means the activity was only offered one day during an entire term (Summer, Fall, or Spring) i.e a ski trip, literacy night, etc.. If you select 1, skip Columns K and L.		NOTE: Do not use #7 = Daily.	NOTE: "Per Session" means per day or per one class period. i.e. Homework Help = 1 hour per day; Soccer 2 hours per day;	NOTE: "Per Day"
4										2=Monthly means that an activity occurred once a month throughout the time it was offered. If you select 2, skip Columns K and L.				
5										3=More than Once a Month: If you select #3, then ONLY complete column K. Do NOT complete column L.				
6										4=More than Once a Week: If you select #4, then ONLY complete Column L. Do NOT complete column K.				
7	<b>ADDITIONAL NOTE:</b> 1. Do not "Insert" rows in to the spreadsheet. Inserting rows in between existing rows will break the formulas, and the data will not carry over to the aggregate spreadsheets. If you want to sort by alphabetical order, you can do so by using either the "Sort & Filter" or the "DATA/Filter" options. These options will not break the formulas.													