



## Monitoring Document Checklist

This checklist can be used to keep track of the documents you need to submit to **Katie Wardisiani** at the Office of Public Instruction. Each category below reflects which documents need to be submitted.

### Program Leadership & Staffing

- ☐ Professional Development Templates
- ☐ Training Registrations
- ☐ Documentation of Student To Staff Ratio
- ☐ Description of How Subgrantee Hires & Retains Staff
- ☐ Job descriptions for all 21<sup>st</sup> CCLC primary and support staff
- ☐ Background check policy
- ☐ Staff applications (example)
- ☐ Hiring process
- ☐ Employee evaluation process

### Program Impact, Students Served, and Program Development & Design

- ☐ Attendance Records/TransAct
- ☐ Registration template
- ☐ Family Engagement Tracker
- ☐ Outreach/promotional documents (Ex: flyers, newsletters, social media outlets)
- ☐ Communication plan
- ☐ Meeting schedules (school day & after school time connection)
- ☐ 21<sup>st</sup> Century survey results (school admin, program staff, program admin) provided by state evaluator
- ☐ Agreements/Contracts/MOUs
- ☐ Documentation of services, activities, and contributions with fellow partnerships
- ☐ Partnership meeting agendas
- ☐ Recruitment plan
- ☐ Written correspondence/contact logs
- ☐ Description of how subgrantee recruits and retains partners and collaborators

- ☐ Program Handbook
- ☐ Behavior policy
- ☐ Emergency policies and procedures
- ☐ Emergency drill log
- ☐ Documentation of accommodations for students with special needs
- ☐ Process for ensuring transportation is not a barrier, and is safe
- ☐ Transportation policy for 21<sup>st</sup> CCLC students

## **Program Implementation**

- ☐ Description of programming and how programming meets evidence-based criteria for students
- ☐ Lesson plan examples (one week's worth)
- ☐ Daily schedule
- ☐ Program policies and handbook
- ☐ Program calendars and activity schedule
- ☐ Curricular materials/resources

## **Evaluation**

- ☐ 21<sup>st</sup> CCLC Data Processor Confirmation Email: Process, procedures, checklists for data collection, verification for timely reporting

## **Adequacy Of Resources**

- ☐ Sustainability plan
- ☐ In-kind contribution list
- ☐ Volunteer log
- ☐ Annual Audit (signature page from the yearly/annual audit)
- ☐ List of 21<sup>st</sup> Century program roles and hours worked

## **Fiscal Requirements**

- ☐ Financial Reports (encompassing current grant cycle)
- ☐ Requisitions/Purchase Orders/Invoices (encompassing current grant cycle)
- ☐ Current inventory list (excluding consumables)
- ☐ Time and effort reports (2 months worth): All employees paid with 21<sup>st</sup> CCLC funds (encompassing current grant cycle)
- ☐ All travel expenses paid with 21<sup>st</sup> CCLC funds (encompassing current grant cycle)
- ☐ Program funding history (encompassing current grant cycle)
- ☐ Financial summary reports (encompassing current grant cycle)