



Monitoring Document Checklist

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

Program Leadership & Staffing

- Professional Development Template
- Training Registrations
- Job descriptions for all 21st CCLC primary and support staff
- Documentation of student-to-staff ratio
- Background check policy
- Staff applications (example)
- Hiring process
- Employee evaluation
- Performance appraisals

Program Impact, Students Served, and Program Development

- Sign-in Sheets
- Registration forms
- Outreach/promotional documents
- Communication plan
- Staff meeting agendas/minutes
- Teacher/administrator surveys
- MOUs
- Recruitment plan
- Written correspondence with partners/contact logs
- Stakeholder meeting agendas/notes
- Emergency policies/procedures
- Documentation of accommodations for students with special needs
- Transportation logs

Program Implementation

- Description of programming and how programming meets evidence based criteria for students
- Program calendars and activity schedules



- Curricular materials/outlines
- Learning from trainings (handouts, notes, flyers, etc.)
- Behavior policy
- Description of how subgrantee recruits and retains partners and collaborators
- Partner communication plan
- Volunteer Log

Evaluation

- Completed evaluation, surveys, rubrics, etc.
- Process, policies, procedures, checklists for data collection, verification, and reporting
- Copy of evaluation results communicated to stakeholders

Fiscal Requirements

- Financial reports
- Requisitions/Purchase Orders/Invoices
- Inventory list including equipment that exceeds \$500
- Two months of time & effort reports for all employees
- All travel expenses paid with 21 CCLC funds
- Financial summary reports

Policies for the following:

- Financial Management
- Procurement
- Conflict of Interest
- Micro Purchases
- Records Retention
- Student and Staff Travel Policy