**New 21CCLC Grantee Checklist**

**Before the first day of the program:**

* Familiarize yourself and have a clear understanding of the following documents: [21CCLC Grantee Timeline](https://www.iowa21cclc.com/_files/ugd/4d2e78_33ca419c75164b8491b2c3e5700dbee5.docx?dn=21CCLC%20Grantee%20Timeline%202023-24.docx), [Grantee PD Timeline,](https://www.iowa21cclc.com/grant-info)  and the [Iowa 21CCLC Website](https://www.iowa21cclc.com/).
* Make sure your Finance person has reviewed the [Iowa Guide to Program Budgets](https://www.iowa21cclc.com/_files/ugd/1b1b6d_8d95bb85c8d14f989fd38c4e99807dbd.pdf), and accounting
* Review your budget monthly, provide quarterly attendance updates to your CFO for the claim spreadsheet submitted each quarter.
* Hire and orient key staff-make sure to notify Vic of staff in key positions (CFO, Program Director) -see Programmatic changes
* Prepare job descriptions and staffing responsibilities
* Orientation for program and staff
* Plan 4 Parent Engagement meetings (1 per quarter required) -see guide to Parent Engagement. Make sure you take attendance since this data is in your local evaluation.
* Create a compelling purpose and clear vision for the program that can be shared in understandable terms.
* Attend Professional Development provided by the Iowa Afterschool Alliance. Your first year, it is required that you join the new Grantee committee (meets monthly) to insure you get the information and resources needed to succeed.
* After your first year, you must join one committee (per funded cohort) and you choose between Evaluation, Communication and Sustainability, Professional Development, or Family Engagement (which meet bi-monthly)
* New and existing Directors must attend the monthly program Directors meetings.
* Be able to articulate your beliefs about the interest and needs of the youth, the role they can play in the program, and how you will include their vision to make it a reality.
* Create a name/logo/slogan and market it consistently through several media sources (newsletter, posters, announcements, flyers, newspaper, online, etc.).
* Identify space needed for the program implementation; secure all keys or access codes necessary to gain entrance to the site.
* Start a program Advisory Board where announcements/updates can clearly be posted.
* Your Advisory Board should include Parents, Staff, Community, and Administration to meet and provide input into the program on a regular basis.
* If the space allows, clearly post banners or signs identifying the program so the site is easily found.
* Post a daily, weekly, or monthly program schedule that clearly outlines activities, times, and locations, and the nutritious snack options.
* Create and distribute enrollment forms
* Ensure that the first aid kits are stocked and easily accessible. Meet with the school nurse if possible.
* Have an outline of the program policies and procedures that can easily be referenced.
* Set and post security and emergency plans
* Meet with key stakeholders to present the program and introduce yourself. (Principal, front office staff, custodians, teachers, students, etc.)
* Reach out to community partner organizations for collaboration and invite them to participate in providing programs for youth
* Develop a plan on how to include students in the planning processes of the program
* Connect with student leaders who can spread the word about the program

**First day of the program:**

* Make it a top priority to get to know the students
* Be sure that all program space is clearly identified
* Have attendance sheets for each activity
* Provide an orientation guide to all participants
* Be sure all enrollment materials have been turned in by all participants
* Provide a healthy snack that complies with the USDA’s National School Lunch Program
* Make sure all program staff are easily recognizable by utilizing name tags or shirts, and having them introduce themselves
* Check that staff to student ratios are appropriate

**First week of the program**:

* Check that the program and staff structure are working
* Invite school administrators to visit the program
* Provide any information to the school that they may require
* Create a continuous feedback loop for parents to inform them of what’s happening in the afterschool program and with their child specifically
* Show youth how they can be leaders in the program by providing jobs for youth such as “line leader”, “note taker”, “calendar helper”, etc.
* Ensure that students know the program is for them and their input is more than welcome
* Facility space should be left cleaner than it was when you arrived, especially if it is a shared space
* Meet with staff on a regular basis to answer questions, get feedback on progress, and provide addition guidance if needed
* Be available during the school day to meet with teachers and other administrators who would like to learn more about the program
* Connect with students who would like to take on leadership roles and have the ability to recruit more students

**First month of the program:**

* Get to know your peer connection through the Iowa Network, who can offer you support and guidance throughout the program and attend a 21CCLC Community of Practice for New Grantees
* Reach out to other 21CCLC and afterschool programs in the area
* Request to attend instructional staff meetings, as well as school board meetings
* Identify and contact other student organizations in the district
* Speak with teachers and counselors to see if they are interested in taking part of the program, filling in within their area of interest
* Provide sufficient staff training for core subject areas, program implementation, and other areas that are applicable
* Understand your administrative duties such as the process for purchasing and paying for program supplies, processing payroll, and enrollment reporting
* The students are engaged in intentional learning experiences that contain depth and they find fun
* Staff is organized, knowledgeable, caring, and readily available

**Second and third months of the program:**

* Set up regular meetings with school administrator
* Have a Best Practice Site Visit from the Iowa Afterschool Alliance
* Offer more programs that are aligned with the needs to the participants
* Meet with school counselors to identify students who needs additional assistance with homework, tutoring, or college prep if applicable
* Identify program ideas from each grade level participating
* Formalize leadership opportunities
* Expand the program with new community partnerships
* Collect necessary attendance data required by the Iowa Department of Education
* Visit other 21CCLC sites to see firsthand how other programs are running
* Attend additional training as needed

**Ninety days and forward:**

* Familiarize yourself with the 21CCLC Annual Performance Report
* Continue to look for other enrichment programming available from your community (Fire Safety, Library partnerships, Animal Shelters, Supermarkets like Hy-Vee have nutritionists who can come in and bring healthy snacks, visiting Iowa Authors, Dentists, Doctors, and other professionals who can share with the children).
* Invite local businesses, leaders, organizations to speak with the participants in your program
* Continue planning: stay organized, form priorities, identify goals, implement performance measures
* Celebrate and advertise any successes, no matter how small, with participants, staff, and key