**Effective Program Management**

**21st CCLC Recording Keeping**

Documentation Checklist: Includes but not limited to the following.

Program Management

Written Policies / Procedures (Program Handbook)

Job descriptions for 21st CCLC employees

Personnel Records (Employee Applications)

Evidence of communication between regular day and afterschool principal & staff

Student registration forms

Student transportation information

Class Rosters

Student Attendance (Daily, monthly)

Program schedules / procedures

Staff trainings (Agendas, Meeting Minutes, Sign In/Out sheets)

Program Delivery and Monitoring

Evidence program is meeting Academic Objectives

Evidence program is meeting Youth Development Objectives

Evidence program is meeting Adult Family Engagement Objectives

Student Surveys

Example of Student Work

Lesson Plans

Evidence of site coordinator/director program monitoring & feedback

Adult Family Engagement

Parent / family involvement plan

Weekly Sign In/Out Sheets

Communication Logs

Agendas, Meeting Minutes, Sign In/Out Sheets and training materials

Advertisements / public notices

Fiscal Management

Time & Effort Logs

Invoices, receipts, purchase orders

Records to support capital expenditures

Contracts

Payroll records

**Effective Program Management**

**21st CCLC Recording Keeping**

Record Keeping Suggestions

Daily

Student attendance

Snack

Weekly | Biweekly

Time & Effort Logs

Timesheet | Payroll

Adult family sign in sheets

Lesson Plans

Classroom Observations

Monthly

Time & Effort Logs

Expenditure Reports

Student attendance

Adult Family Totals

Yearly

Teacher Surveys

Site Evaluation

Student Attendance Report

Completion Report

Annual Performance Report (APR)

Renewal Application

Other

Summary of Classes (twice a program year)

Ongoing | As Needed

Program Handbook

Daily Routines & Procedures

Student Registration Forms

Student | Adult Family Surveys

Student | Adult Family Class Roster

Purchase Orders | Fixed Assets Documentation