

Appendix C: GUIDE FOR DOCUMENTATION

1. Program Management

- Written Policies / Procedures
 - Emergency preparedness and response including fire, weather, and safety emergencies;
 - Student health and academic privacy
 - Staff violence/sexual harassment as per federal statutes
 - Bullying/violence among youth as per State statute
 - Internet use and safety as per federal laws and feeder school LEA policies
 - Use of equipment
 - Employee conflicts of interest as per EDGAR
 - Hours of operation
 - Pay periods, verification of hours, activity reports
 - Student drop off/ pick up
 - Parent communication
 - Volunteers
 - Parent/ Family/ Community involvement
 - Data collection and feedback
 - Monitoring of out of school instruction
 - Ongoing staff meetings
 - Ongoing staff development
 - Enrollment procedures
 - Program delivery, monitoring, and assessment
 - Student data collection
 - Field Trips
 - Student supervision
 - Addressing student conduct, discipline, behavior
- Job descriptions or duty statements for all employees including director
- Personnel records
 - Timesheets
 - Time and effort records (as applicable)
 - Payroll records including: pay rate(s), hours worked, pay period
 - Certified payroll statements and activity reports
- Evidence of communication with feeder schools
- Evidence of active collaboration with feeder schools
- Emergency contact information for children enrolled in the program
- Emergency contact information for staff
- Organizational chart
- Criminal background checks for ALL staff including director
- Program schedules
- Recruitment/hiring policies/procedures
- Attendance records
- Transportation records
- Student drop off / pick up authorization by parent / guardian
- Student Internet use authorization by parent / guardian
- Written sustainability plan with evidence of community outreach toward sustainability

2. Staff Training

- Training Manuals
- Agendas, Meeting Minutes, Sign in / Sign out sheets of staff trainings (including for volunteers)
- Training on Policies/Procedures
- Training on Program Delivery with Monitoring/Feedback

3. Program Delivery and Monitoring

- Activity plans and materials linked to NC Essential and Common Core Standards
- Evidence of activities that engage children in varied and multifaceted learning strategies both independent and group-based
- Evidence of daily assessments that determine children's comprehension of learning strategies
- Evidence of social skill learning strategies to reduce risk taking and promote academic and health outcomes
- Evidence of activities that enhance social/emotional development
- Evidence of opportunities to engage in peer mentoring, service activities, community based projects or internships (for older participants)
- Program Goals, Schedules, Activities linked to RFP goals, schedules, activities
- Student assessment instruments/procedures
- Examples of student work
- Activity plans and materials
- Evidence of site coordinator/director program delivery monitoring and feedback.
- NC CAP Self-Assessment results
- External evaluator results
- Evidence of how evaluation / assessment results inform project goals and outcomes
- Evidence of how evaluation / assessment results are shared with staff and community
- Evidence of program changes, improvements, or strengths based on results
- Evidence of learning activities away from program sites
- Evidence of staff feedback on program delivery, outcomes, data, results

4. Family Involvement

- Parent/family involvement plan
- Communication plans
- Communication logs and instruments
- Agendas, sign-in sheets, meeting minutes and training materials for any parent/family trainings
- Advertisements/public notices
- Parent / family handbooks-guides

5. Fiscal Management : By Fiscal Year, By Month, and by Line Item

- Time and effort records
- Invoices/receipts/purchase orders for purchases
- Records to support expenditures
- Records that link line item expenditures to line item budget balances (general ledger, expense balance sheet, etc.)
- Contracts
- Equipment purchase, lease, inventory records

- Certified payroll and accounting records
- Rental/lease agreements
- Transportation agreements
- Records for matching, in-kind contributions
- Bank statements reconciled to expense reports and budget balances