



21ST CCLC

ONBOARDING CHECKLIST

- ☐ Review Grant Application Submitted to IDOE
- ☐ Review the IDOE 21st CCLC Policy Manual
- ☐ Review the IDOE 21st CCLC Website
- ☐ Download the Annual 21st CCLC Program Calendar
- ☐ Add Required Meetings & Due Dates to Your Calendar
- ☐ Schedule a Call with Your Assigned IDOE 21st CCLC Grant Specialist to Introduce Yourself
- ☐ Connect with Your Local Evaluator
- ☐ Connect with 3 Veteran Program Leaders through your Grant Specialist
- ☐ Connect with 1 New Program Leader through your Grant Specialist
- ☐ Identify a Similar Program to Your Own – Plan a Visit and Observe – through your Grant Specialist
- ☐ Familiarize Yourself with the Data Reporting System
- ☐ Download and Store the 21st CCLC Program Forms
- ☐ Download Current Grant Contact Information and State Program Map
- ☐ Review Past Editions of the 21st CCLC Grantee Newsletter
- ☐ Review Staff and Program Best Practices
- ☐ Download the Best Practices Resource Guide
- ☐ Download the 21st CCLC Professional Development Resources List
- ☐ Review the List of Research Based Curriculum
- ☐ Review the Indiana Afterschool Quality Standards

