Attachment A, Memo No. 023-19

January 25, 2019

# Virginia Department of Education

## 21st Century Community Learning Centers (CCLC) Grant

Regional RFP Technical Assistance Workshop Registration Form

Please indicate which workshop the person(s) listed below will attend.

[ ]  Spotsylvania School Board Office

8020 River Stone Drive

Fredericksburg, Virginia 22407 – Tuesday, March 5, 2019

[ ]  Workforce Development and Conference Center

J. Sargeant Reynolds Community College – Parham Campus

Richmond, Virginia – Wednesday, March 6, 2019

[ ]  The Hotel Roanoke & Conference Center

 110 Shenandoah Ave NW

Roanoke, Virginia 24016 – Monday, March 11, 2019

**REGISTRATION INFORMATION**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

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To register, complete this form and email it **no later than Friday, February 22, 2019,** to 21stCCLC@doe.virginia.gov or fax it to (804) 530-4518. Each workshop will include a question-and-answer session. As you prepare the application or seek clarification, please email questions in advance to the mailbox listed above or include them below.

Advance Questions:

Note: If you need to cancel attendance for any registrant, please notify Janet Farber by email at janet.farber@doe.virginia.gov or phone at (804) 786-3340 at least five business days before the workshop.

**Workshop Locations**

**Workshops are from 9 a.m. to 3 p.m.**

**Registration begins at 8:30 a.m.**

**Tuesday, March 5, 2019**

Spotsylvania School Board Office

8020 River Stone Drive

Fredericksburg, Virginia 22407

(540) 834-2500

[Directions to the Spotsylvania School Board Office](https://www.google.com/maps/dir/37.568512%2C-77.4619136/spotsylvania%2Bschool%2Bboard/%4037.8748219%2C-77.8485644%2C10z/data%3D%213m1%214b1%214m9%214m8%211m1%214e1%211m5%211m1%211s0x89b6c7b316f65659%3A0x5222f50295b63a35%212m2%211d-77.517702%212d38.180648)

**Wednesday, March 6, 2019**

Workforce Development and Conference Center located on the campus of

J. Sargeant Reynolds Community College - Parham Campus

1651 East Parham Road

Richmond, Virginia 23228

(804) 523-2292

[Directions to the Workforce Development and Conference Center at J. Sargeant Reynolds Community College](https://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=117764357067276601190.00048e41314c30bf7fc8f&ll=37.685994,-77.593689&spn=0.470574,0.833588&z=10&iwloc=00048e41388ff68432e39)

**Monday, March 11, 2019**

The Hotel Roanoke & Conference Center

110 Shenandoah Ave NW

Roanoke, Virginia 24016

(540) 767-6161

[Directions to the Roanoke Higher Education Center](https://curiocollection3.hilton.com/en/hotels/virginia/the-hotel-roanoke-and-conference-center-curio-collection-by-hilton-ROACUQQ/maps-directions/index.html)

**Recommended attendees are:**

* the grant writer;
* a representative from the school division applying for the grant;
* a representative from the organization applying for the grant;
* representatives from the schools served by the grant’s program such as principal, lead teacher, or school improvement team chair; or
* community partners and/or co-applicants.