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](mailto: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](mailto: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,-77.4619136/spotsylvania+school+board/@37.8748219,-77.8485644,10z/data=!3m1!4b1!4m9!4m8!1m1!4e1!1m5!1m1!1s0x89b6c7b316f65659:0x5222f50295b63a35!2m2!1d-77.517702!2d38.180648)

**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.