Attachment A, Memo No. 006-18

January 12, 2018

**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.

DoubleTree by Hilton Hotel Williamsburg

50 Kingsmill Road

Williamsburg, Virginia 23185 – Tuesday, March 6, 2018

Workforce Development and Conference Center

J. Sargeant Reynolds Community College – Parham Campus

Richmond, Virginia – Wednesday, March 7, 2018

Roanoke Higher Education Center

108 N. Jefferson Street

Roanoke, Virginia 24016 – Thursday, March 8, 2018

**REGISTRATION INFORMATION**

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| **Registrant’s Name** |  | **Organization** |  | **Phone #** |  | **Email** |
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To register, complete this form and email it **no later than Friday, February 23, 2018,** 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 Ms. 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.

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January 12, 2018

**Workshop Locations**

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

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

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| **Tuesday, March 6, 2018**  [DoubleTree by Hilton Hotel Williamsburg](http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-charlottesville-CHOSHDT/index.html)  50 Kingsmill Road  Williamsburg, Virginia 23185  (757) 220-2500  [Directions to the DoubleTree by Hilton Williamsburg](http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-williamsburg-WBGKRDT/maps-directions/index.html) |
| |  | | --- | | **Wednesday, March 7, 2018**  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) | |
| **Thursday, March 8, 2018**  Roanoke Higher Education Center  108 N. Jefferson Street  Roanoke, Virginia 24016  (540) 767-6161  [Directions to the Roanoke Higher Education Center](https://www.google.com/maps/dir/''/roanoke+higher+education+center/@37.2744503,-80.0109152,12z/data=!3m1!4b1!4m8!4m7!1m0!1m5!1m1!1s0x884d0deab74e6df1:0x2518d26c1cbaffd0!2m2!1d-79.9408752!2d37.2744709) |
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**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.