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 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 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 RoadWilliamsburg, 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) |
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| **Wednesday, March 7, 2018**Workforce Development and Conference Center located on the campus of J. Sargeant Reynolds Community College - Parham Campus1651 East Parham RoadRichmond, 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) |

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| **Thursday, March 8, 2018**Roanoke Higher Education Center108 N. Jefferson StreetRoanoke, Virginia 24016(540) 767-6161[Directions to the Roanoke Higher Education Center](https://www.google.com/maps/dir/%27%27/roanoke%2Bhigher%2Beducation%2Bcenter/%4037.2744503%2C-80.0109152%2C12z/data%3D%213m1%214b1%214m8%214m7%211m0%211m5%211m1%211s0x884d0deab74e6df1%3A0x2518d26c1cbaffd0%212m2%211d-79.9408752%212d37.2744709) |
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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.