Attachment A, Memo No. 025-15

February 6, 2015

**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.

Virginia Museum of Fine Arts

200 N. Boulevard

Richmond, Virginia – Thursday, March 5, 2015

DoubleTree by Hilton Hotel Roanoke & Conference Center

110 Shenandoah Avenue

Roanoke, Virginia – Monday, March 9, 2015

**REGISTRATION INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Registrant’s Name** |  | **Organization** |  | **Phone #** |  | **E-mail** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

To register, please complete this form, save, and e-mail it to Ms. Janet Farber at [Janet.Farber@doe.virginia.gov](mailto:Janet.Farber@doe.virginia.gov) or fax to (804) 371-7347 **no later than Wednesday, February 25, 2015**. In addition, each workshop will include a question-and-answer session. Please send questions in advance to Ms. Farber via e-mail **by the above deadlines**.

Attachment A, Memo No. 025-15

February 6, 2015

**Workshop Locations**

**Workshops are from 9 a.m. to 2 p.m.**

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

|  |
| --- |
| **Thursday, March 5, 2015**  Virginia Museum of Fine Arts  200 N. Boulevard  Richmond, Virginia 23220  (804) 340-1400  Directions at <http://vmfa.museum/visit/directions/> |
|  |
| **Monday, March 9, 2015**  DoubleTree by Hilton Hotel Roanoke & Conference Center  Crystal Ballroom  110 Shenandoah Avenue, NW  Roanoke, Virginia 24016  [(540) 985-5900](javascript:void(0))  Directions at <http://doubletree3.hilton.com/en/hotels/virginia/hotel-roanoke-and-conference-center-a-doubletree-by-hilton-ROASWDT/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.