Attachment A, Memo No. 034-14

February 7, 2014

**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.

[ ]  Workforce Development and Conference Center

J. Sargeant Reynolds Community College – Parham Campus

Richmond, Virginia – Tuesday, February 25, 2014

[ ]  Botetourt Center at Greenfield

Daleville, Virginia – Wednesday, February 26, 2014

[ ]  Marriott Hotel at City Center

Newport News, Virginia – Thursday, March 20, 2014

**REGISTRATION INFORMATION**

|  |  |  |  |  |  |  |
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| **Registrant’s Name** |  | **Organization** |  | **Phone #** |  | **E-mail** |
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To register, please complete this form, save, and e-mail it to Ms. Janet Farber at Janet.Farber@doe.virginia.gov or fax to (804) 371-7347 **no later than Wednesday, February 19, 2014** (Richmond and Daleville workshops), or **Wednesday, March 12, 2014** (Newport News workshop). 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**.

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February 7, 2014

**Workshop Locations**

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

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

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| **Tuesday, February 25, 2014**Workforce Development and Conference Center located on the campus of J. Sargeant Reynolds Community College - Parham Campus1651 East Parham RoadRichmond, Virginia 23228(804) 523-2292Directions at [https://maps.google.com/maps/](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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| **Wednesday, February 26, 2014**Botetourt Center at GreenfieldEducation and Training Center57 South Center DriveDaleville, Virginia 24083(540) 966-3984Directions at <http://www.botetourt.org/business/documents/directions_getc.pdf> |
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| **Thursday, March 20, 2014**Marriott Hotel at City Center740 Town Center DriveNewport News, Virginia 23606(757) 873-9299Directions at <http://www.marriott.com/hotels/maps/directions/phfoy-newport-news-marriott-at-city-center/> |

**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.