Attachment A

Superintendent’s Memo # 015-20

January 24, 2020

# 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.

[ ]  The Hotel Roanoke & Conference Center

 110 Shenandoah Ave NW

Roanoke, Virginia 24016– Tuesday, March 3, 2020

[ ]  Workforce Development and Conference Center

J. Sargeant Reynolds Community College – Parham Campus

Richmond, Virginia – Wednesday, March 4, 2020

[ ]  The Founders Inn

 5641 Indian River Road

Virginia Beach, Virginia 23464 – Monday, March 9, 2020

**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:**

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To register, complete this form and email it **no later than Friday, February 21, 2020,** 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 Janet Farber by email at 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 3, 2020**

The Hotel Roanoke & Conference Center

110 Shenandoah Ave NW

Roanoke, Virginia 24016

[Directions to The Hotel Roanoke](https://curiocollection3.hilton.com/en/hotels/virginia/the-hotel-roanoke-and-conference-center-curio-collection-by-hilton-ROACUQQ/maps-directions/index.html)

**Wednesday, March 4, 2020**

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://www.google.com/maps/place/Community%2BCollege%2BWorkforce%2BAlliance/%4037.6370432%2C-77.4757388%2C17z/data%3D%214m5%213m4%211s0x0000000000000000%3A0xb4f6d26e2249f5d7%218m2%213d37.6379796%214d-77.4722009)

**Monday, March 9, 2020**

The Founders Inn

5641 Indian River Road

Virginia Beach, Virginia 23464

[Directions to The Founders Inn](https://tapestrycollection3.hilton.com/tc/founders-inn-and-spa/?SEO_id=GMB-UP-ORFFIUP#Location)

**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.