

**Virginia Department of Education  
21<sup>st</sup> Century Community Learning Centers (CCLC) Grant  
Regional RFP Technical Assistance Workshop Registration Form**

Please indicate which workshop the person(s) listed below will attend.

- Stonewall Jackson Hotel and Conference Center  
24 S. Market Street  
Staunton, Virginia – Tuesday, March 1, 2016
  
- Wytheville Meeting Center  
333 Community Boulevard  
Wytheville, Virginia – Wednesday, March 2, 2016
  
- The Founders Inn  
5641 Indian River Road  
Virginia Beach, VA 23464 – Monday, March 14, 2016

**REGISTRATION INFORMATION**

<b>Registrant's Name</b>	<b>Organization</b>	<b>Phone #</b>	<b>E-mail</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To register, complete this form and e-mail it **no later than Friday, February 26, 2016**, to Janet Farber at [Janet.Farber@doe.virginia.gov](mailto:Janet.Farber@doe.virginia.gov) or fax it to (804) 371-7347. Each workshop will include a question-and-answer session. As you prepare the application or seek clarification, please e-mail questions in advance to Ms. Farber or include them below.

Advance Questions:

Note: If you need to cancel attendance for any registrant, please notify Ms. Farber by e-mail or phone at (804) 786-3340 at least five business days before the workshop.

**Workshop Locations**  
**Workshops are from 9 a.m. to 2 p.m.**  
**Registration begins at 8:30 a.m.**

**Tuesday, March 1, 2016**  
Stonewall Jackson Hotel and Conference Center  
24 S. Market Street  
Staunton, VA 24401  
(540) 885-4848  
Directions at <http://www.stonewalljacksonhotel.com/location.htm>

**Wednesday, March 2, 2016**  
Wytheville Meeting Center  
333 Community Blvd  
Wytheville, VA 24382  
(866) 694-8287  
Directions at <http://www.wytheville.org/meetingcenter/directions.php>

**Monday, March 14, 2016**  
The Founders Inn  
5641 Indian River Road  
Virginia Beach, VA 23464  
(757) 424-5511  
Directions at <http://www.foundersinn.com/hotel-overview/resorts-virginia-beach>

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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.