



Sample Annual Task Timeline

Annual Tasklist and Timeline					
Month	Date	To Do	Expected Time commitment		How to prepare/what to expect
August	15	Complete Managing Your 21 st CCLC course on Y4Y	16	hours	
August	25	Review Needs Assessment and Evaluation Data			
August		Convene stakeholders to make data-driven decisions about upcoming program activities	1	week(s)	
August		Set up budget with Accounting Dept. and set up ledger spreadsheets in Budget packet	1	week(s)	
August		Attend State Conference	2	days	
August		Meet with HR and Accounting to set pay rates, work hours and timesheet submittal	4	hours	
August		Hire Staff	1	month(s)	Create job descriptions
August		Develop activities tied to need	1-2	month(s)	Watch webinar on activity planning
August		Develop Campus activity schedules	1	month(s)	
August		Develop Fall calendar to show days open and closed and include with enrolmment packet	1	week(s)	
August		Input activites into tracking system			
August		Purchase supplies	1	week(s)	
August		Update/Develop MOU's with Principals	2	week(s)	
August		Secure classroom space	1	week(s)	

August	Finalize Written Agreements and MOU's with vendors, partners and evaluator	1	week(s)	Determine when and how partners will invoice
August	Meet with Nutrition Dept. and develop snack schedule	1	week(s)	
August	Meet with Transportation Dept. to work on preliminary transportation plan and budget	1	days	
August	Develop/update enrollment packets			
August	Develop/Update program forms such as Incident Reports, Accident reports, Sign-in Sheets			Sample on Y4Y
August	Develop/Update Policy and Procedure Handbook			Sample on Y4Y
August	Develop/Update Employee Handbook	2	week(s)	Watch APR tutorials
August	Develop/Update Parent Handbook	2	week(s)	
August	Train Site Coordinators on data collection, data entry, grant expectations			
August	Train frontline Staff			Sample on Y4Y
August	Complete and submit Annual Project and Center Plans prior to program start date			
September	Monitor budget (be sure funds are being drawn down	2	week(s)	
September	Monitor enrollment and participation data and share with Site Coordinators and Principals weekly	1	week(s)	
September	Develop outreach plan	1	hours	
September	Host Evaluator site visits			
September	Perform Site and Activity Observations			
September	Provide training opportunities for staff			
September	Begin development of Community Task Force	1	week(s)	
September	Present to local service clubs	ongoing		
September	Reach out to local organizations with like goals to develop additional partnerships	4	hours per week	

September	Meet with Nutrition Dept. and Transportation Dept. to discuss any issues			
September	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals	6	hours per week	
September	Monitor data input weekly	ongoing		
October	Monitor budget (be sure funds are being drawn down from TEA by your Accounting Dept.)	ongoing		
October	Monitor enrollment and participation data and share with Site Coordinators and Principals weekly	2	hours per week	
October	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals	6	hours per week	
October	Perform Site and Activity Observations	ongoing		
October	Site Coordinators begin collection of behavior, attendance, grade data for Fall Report or PEIMS Dept. provides report to Director.	4	hours per week	
October	Watch Click & Go 1, 2 and 3 and begin preparations for Year 2 Needs Assessment	4	hours per week	
October	Complete post-assessment for tutoring students and enter into tracking system			
October	Complete Fall reporting	2	hours	
October	Conduct surveys (Teacher reported student improvements to complete year-end reports)			
October	Recruit new students for Spring semester	4	hours	Should have at least 50% of projected regular attendees. If not, strategies should be implemented to attain before winter break
October	Begin development of Community Task Force			

October	Present to local service clubs			
October	Reach out to local organizations with like goals to develop additional partnerships			
October	Meet with Nutrition Dept. and Transportation Dept. to discuss any issues			
October	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals	6	hours per week	
November	Review Fall grade, behavior, attendance data	Ongoing		
November	Enter Fall grades into TX21st	2	hours per week	
November	Conduct pre-testing for tutoring students	2	hours per week	
November	Review Teacher survey data	4	hours per week	
November	Provide training for staff			
November	Update grantee and center level information and enter or rollover activities for Spring semester	6	hours per week	
November	Enroll new students in program and activities			
November	Enroll current students in new activities			
November	Monitor budget and check to ensure drawn down of funds	3	hours per week	
November	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals	2	days	
December	Monitor budget and begin projecting expenditures for remainder of year to prepare for final amendment.	ongoing		40-50% of funding should be spent at this point
December	Conduct planning meetings to review program data and begin work on Year 2 continuation grant			

December	Monitor enrollment and attendance data and share with Site Coordinators and Principals weekly	ongoing		Adjust programming objectives based on data findings
December	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals	6	hours per week	
December	Conduct Site and Activity Observations	ongoing		
December	Complete cursory Needs Assessment in preparation for writing of Continuation Grant			
January	Prepare and present program findings to stakeholders	ongoing		
January	Write Year 2 Continuation Grant			
January	Write Year 1 Final Amendment and submit			
January	Monitor enrollment and attendance data and share with Site Coordinators and Principals weekly			
January	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals			
January	Conduct Site and Activity Observations			This data will need to be revisited often and the Project and Center Plans adjusted based on findings. Directors need to specifically address strategies that are working well or not working at all when using this data to inform their Continuation Application.
February	Submit Year 2 Continuation Grant			

February	Monitor budget to ensure funds are being spent and draw downs are completed			February is a full month and your program should be fully enrolled and fully staffed. This is a good month to base expenditure projections on.
February	Begin work on Year 2 Project and Center Plans			
February	Monitor enrollment and attendance data and share with Site Coordinators and Principals weekly			
February	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals			
February	If you require support to pull data for reporting, provide them with data sets and deadlines for Spring Report.			
February	Conduct weekly meetings with Site Coordinators			
February	Conduct Site and Activity Observations			
March	Monitor budget to ensure funds are being spent and draw downs are completed			
March	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals			
March	Conduct Site and Activity Observations			
March	Conduct student, parent, teacher, principal surveys			
March	Conduct student interest surveys and/or focus groups to help determine programming for next year			If you haven't reached your regular attendee numbers, employ strategies for summer program to meet those numbers

March	Conduct post-testing for tutoring students			
March	Enroll students for summer program			
March	Complete pre-enrollment of current students for Year 2 (This will help with your data input at the start of the new year)			
March	Purchase supplies for summer program			
March	Conduct staff training for summer programming			
March	Site Coordinators begin collection of behavior, attendance, grade data for Fall Report			
March	Continue work on Year 2 Project and Center Plans			
April	Monitor budget to ensure funds are being spent and draw downs are completed			
April	Complete Spring data reporting			
April	Input summer activities into tracking system			
April	Enroll students into summer activities			
April	Open summer program			
April	Conduct weekly meetings with Site Coordinators, Site Coordinators conduct at least monthly meeting with Principals			
April	Conduct Site and Activity Observations			
April	Begin formal Needs Assessment to inform Year 2 Center and Project Plans			
April	Host evaluator site visits			
April	Evaluator to begin written evaluation report			
May	Monitor budget to ensure all funds are spent and draw downs are completed			
May	Complete Summer data reports			
May	Input Spring Grades into tracking system			
May	Complete and analyze Needs Assessment			

May	Complete Evaluation by end of month			
May	Complete negotiations for Year 2 Continuation Grant			
May	Begin activity planning for Year 2			
May	Attend National Conference			
May	Complete employee evaluations and determine which staff will be back for Year 2			
May	Begin hiring new staff			
May	Complete Year-End Report			
June				Remember that every purchase must be received by the end of the month in order to use this years budget to pay for the purchase
June				
June				
June				
July				



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