

## General Instructions

This workbook contains five worksheets, including this instruction page. The following four sheets must be completed by filling in the requested information in the yellow cells.

Specific instructions are included on each of the following worksheets.

Please do NOT print this workbook and send it to your ERES. It must be emailed to your ERES no later than February 1, 2016.

Please include the name of your subgrantee and date of completion in the file name when it is saved.



**Program Operation**

Directions: Please list the operational times for each site in the spaces below. If you have two or more sites that have the same exact hours of operation, please just use one box for those sites and list each of those sites in the 'Site Name(s)' cell. Please place a 'N/A' in the cells that do not apply (e.g., if a site does not operate before school). Please be sure to scroll down on this page to see the 'Description of Activities' section. Please contact the program's assigned Education Research and Evaluation Specialist if additional space is needed to complete this sheet.

<b>Site Name(s)</b>					
ary School, Rabun County Elementary School and Rabun Co					
<b>Before School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 7:00AM)</b>	N/A	N/A	N/A	N/A	N/A
<b>End Time (e.g., 8:00AM)</b>	N/A	N/A	N/A	N/A	N/A
<b>After School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 3:00PM)</b>	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM
<b>End Time (e.g., 6:00PM)</b>	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM
<b>Weekends/Holidays/Other</b>					
	<b>Weekend</b>	<b>Holiday</b>	<b>Other</b>		
<b>Start Time (e.g., 8:00AM)</b>	N/A	N/A	N/A		
<b>End Time (e.g., 4:00PM)</b>	N/A	N/A	N/A		

<b>Site Name(s)</b>					
<b>Before School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 7:00AM)</b>					
<b>End Time (e.g., 8:00AM)</b>					
<b>After School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 3:00PM)</b>					
<b>End Time (e.g., 6:00PM)</b>					
<b>Weekends/Holidays/Other</b>					
	<b>Weekend</b>	<b>Holiday</b>	<b>Other</b>		
<b>Start Time (e.g., 8:00AM)</b>					
<b>End Time (e.g., 4:00PM)</b>					

<b>Site Name(s)</b>					
<b>Before School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 7:00AM)</b>					
<b>End Time (e.g., 8:00AM)</b>					
<b>After School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 3:00PM)</b>					
<b>End Time (e.g., 6:00PM)</b>					
<b>Weekends/Holidays/Other</b>					
	<b>Weekend</b>	<b>Holiday</b>	<b>Other</b>		
<b>Start Time (e.g., 8:00AM)</b>					
<b>End Time (e.g., 4:00PM)</b>					

<b>Site Name(s)</b>					
<b>Before School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 7:00AM)</b>					
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<b>After School Hours of Operation</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Start Time (e.g., 3:00PM)</b>					
<b>End Time (e.g., 6:00PM)</b>					
<b>Weekends/Holidays/Other</b>					
	<b>Weekend</b>	<b>Holiday</b>	<b>Other</b>		
<b>Start Time (e.g., 8:00AM)</b>					
<b>End Time (e.g., 4:00PM)</b>					

**Description of Activities**

Please provide a brief description of the activities and services offered by your program. This can include academic, personal enrichment and parent/guardian activities, field trips, outstanding one time activities, etc.



