

Expectations of Grantees of CVCC Summer Career Academies Expansion Project

- 1) Syllabi and agenda for each camp
- 2) List of partners/sponsors
- 3) Number of students served
- 4) Demographics Chart: gender, ethnicity, grade level, school division (see 2009 Demographics Chart [sample](#) provided)
- 5) Evaluation Summaries – please use our [templates](#), so we all agree
- 6) Expenditure Reimbursement Spreadsheet with copies of receipts/invoices, due Sept. 1, 2009
Your college will be reimbursed in one lump sum up to \$5,000.
Fund Source and Title
CFDA: (Basic) 84.048
Combined Awards: VCCS Perkins Leadership Grant Award and the
Tech Prep Middle & High School Summer Academies (Career and Technical Education)

We highly recommend you enter all academy participants in PeopleSoft, but it is not required. I would not enter anyone until the academies are over to avoid substitutions and “no-shows”. We started this process two years ago, in hopes that we will be able to track some of our academy students to certificate or degree programs here at CVCC. These are the instructions I passed along to one of our grant recipients:

Registration in PeopleSoft

Build a class for each academy

Block enroll just as you would any other non-credit class using the student’s birthdate, SS# not required but requested

Forms we require are the Online Registration Form and the Assumption of the Risk Form

Contact:

Barbara Bragg

Interim Grants Administrator

Workforce Development & Continuing Education

Central Virginia Community College

3506 Wards Road

Lynchburg, VA 24502

braggb@cvcc.vccs.edu

(434) 832-7672

(434) 832-7761 FAX

"GROW YOUR OWN"