

*Iowa 4-H Afterschool In-Service: November 29, 2006*

*Sample Timeline to Get an After-School Program Started*

**Year One Timeline of Activities**

<b>MONTH</b>	<b>DONE</b>	<b>ACTIVITY</b>
January and February		Inform Advisory Committee of funding award OR develop fee structure to fund program; Advisory Committee meets and establishes work group committees; curriculum development begins; policies and procedures from other schools are gathered; personnel info from other schools are gathered; promotional brainstorming; evaluation and budget meetings; bring school staff up-to-date on project
March		Advisory Committee meets; work groups continue to meet; promotional piece with family surveyed reviewed before being distributed later in the month; personnel information reviewed and adopted; service providers through grant meet and contracts developed; advertising for project director; curriculum report; work on evaluation plan
April		Advisory Committee meets; work groups continue to meet; policies and procedures reviewed and adopted; curriculum report; evaluation plan reviewed; space identified at each site for project implementation and for staff use; compile family survey data
May		Advisory Committee meets; work groups continue to meet if needed; Interview and hire project director; advertise for other project staff; review staff training plan; continued promotion; child sign-up (if not done in August)
June and July		Advisory Committee meets; work groups meet as needed; Interview and hire project staff; continued promotion of program
August		Advisory Committee meets; work groups meet as needed; Train project staff; continued promotion of program; child sign-up (if not done in May); project staff meet with school district teachers
Late August-December		Program begins; evaluation tools in place; Advisory Committee meets; workgroups meet as needed
December		Checkpoint on program; evaluation data reviewed; Advisory Committee meets; workgroups meet as needed
January-May		Program continues; Advisory Committee meets; workgroups meet as needed; begin planning next school year
May		Evaluation of all components completed; Advisory Committee meets; continue plans for next school year
June		Reports to funding sources completed; continue plans for next school year
July		Project Director takes a break