



**Oklahoma State Department of Education
21st Century Community Learning Centers
Advisory Committee Meeting Sign-in Form**

The role of an advisory committee is to function as a leadership group to the 21st Century Community Learning Center; advising and guiding the school administrator, program director, and staff in the areas of (but not limited to) community engagement and support, grant and program development, obtaining resources, strengthening assets, etc. It is encouraged that the advisory committee be involved in major aspects of the program and regularly participates in events, activities, and various aspects of the program as needed and to fulfill their role.

First meeting:

Date: _____

Time: _____

Location: _____

To be completed at the first advisory board meeting before submission of grant application
<p>This advisory committee has agreed to meet (circle one):</p> <p style="text-align: center;"> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____ </p> <p>Next meeting is scheduled for: _____ <div style="text-align: right; margin-right: 50px;"><small>Date</small></div></p>

Name	Organization/Affiliation	Advisory Member Role	Signature	Date

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