New Grantee - YOUTH PQA PROGRAM IMPROVEMENT MATERIALS PACKAGE

The Oklahoma 21st Century Community Learning Centers (CCLC) program has contracted with the David P. Weikart Center for Youth Program Quality (Weikart Center) to use its *Youth Program Quality Intervention (YPQI) system*. This system includes training on each piece of the system, a self-assessment using the PQA Tool, an external assessment in years 2 and 3, developing and implementing an improvement plan, training in Youth Work Methods, and continuous improvement in the process.

The Oklahoma State Department of Education and the Weikart Center have developed a resource box set of YPQI materials for each program to have for their library. The YPQI resource box set will contain everything you need to complete the self-assessment process, including access to your scores reporter log-in to enter your self-assessment data. In addition to these assessment items, valuable training resources have also been included in the YPQI resource box set. The YPQI resource box sets will provide you with materials and access to on-line training for the Youth Work Methods. Youth Work Methods are aligned with the PQA assessment tool and will help you support your team to implement practical youth development skills that they can implement with your young people.

Every grantee will purchase a box set for each site of their program. The box sets come in two levels: **School-Age** for Grades K – 6, or **Youth** for Grades 4 – 12. You will order the level appropriate for the majority of your students at each site. If you have two sites, you will either order one School-Age set and one Youth set or two sets of the same level may fit your program. ***The cost of each box set is $300***.

You will need your box sets to conduct your self-assessment. *Your materials will be sent within 2 – 3 weeks after your order has been received by the Weikart Center*. **Keep in mind that the deadline for having your self-assessment entered into Scores Reporter is December 4, 2015.**

OSDE YPQI Box set contains a FULL SET of materials for Grantees. These resources will assist you and your team to complete the program improvement process. It includes the box cover sheet, 2 copies of the PQA form A, 1 copy of the PQA handbook, 1 YPQI Pyramid poster, 1 Set of PQA Playing cards, 1 Scores Reporter account, 1 set of Youth Work Methods handbooks and 2 Online accounts to access Youth Work Methods Accounts. ***The total cost of each box set is $300.00.***

OSDE YPQI <u>New Grantee</u> Resource Box Set Includes:

- Box Cover and Contact Information sheet
- 2 copies - PQA form A (School-age or Youth)
- 1 copy - PQA handbook (School-age or Youth)
- 1 YPQA Pyramid poster
- 1 Set of PQA playing cards (School-age or Youth)
- 1 Scores Reporter account and TA support
- 1 Set of Youth Work Methods handbooks
- 2 online accounts to access to Youth Work Methods online courses
- Technical Assistance support on Program Quality Assessment, Scores Reporter/Online Courses and Evaluation services

To complete the ordering process, submit the attached form via email to LaDonna Lloyd at Donna@cypq.org or by fax at 734-961-6904.

- Please complete the information on the pages 3 - 5. You have the option to pay by credit card, check or Purchase order.
- **If you elect to pay by credit card**, <u>you will need to fill out the credit authorization section below with the correct signatures. You will can either fax (734-961-6904) or **mail** the form back to Weikart Center, attention LaDonna Lloyd at Weikart Center Youth for Program Quality, 301 W. Michigan Ave., Ste. 200, Ypsilanti, MI 48197.</u>
- **If you elect to pay by check,** <u>please make checks payable to: **The Forum for Youth Investment**. You must attach the check to the order form and **mail** it back to Weikart Center, attention LaDonna Lloyd at Weikart Center Youth for Program Quality, 301 W. Michigan Ave., Ste. 200, Ypsilanti, MI 48197.</u>
- **If you elect to pay by purchase order**, <u>you will complete the form on the next page and attach the proper documentation to your email or fax.</u>
- **Materials will not be delivered until this form has been completed. Materials will be sent to the address above when order has been received and the invoice should arrive within 2-3 weeks of us receiving the order.**

YPQI PROGRAM IMPROVEMENT MATERIALS PACKAGE - ORDER FORM

Network: Oklahoma State Department of Education

Name of Grantee

Name of PROGRAM Site #1	Name of PROGRAM Site #2
Number and Level of Box Sets Requested:	**Number and Level of Box Sets Requested:**
Level Number of Sets	Level Number of Sets
School-Age (Grades K-6) ☐	School-Age (Grades K-6) ☐
Youth (Grades 6-12) ☐	Youth (Grades 6-12) ☐

Form of payment:

☐ **Credit Card**

If paying by credit card – please fill out the information below.

Payment Information:
Visa Master Amex Discover (circle one)
Name on Credit Card: _____
Credit Card #: _____
Exp. Date: _____ CVV _____

Customer Signature: _____
Print Name: _____
Title: _____
Date: _____

☐ **Check**

Please make checks payable to: The Forum for Youth Investment and mail it to Weikart Center, attention: LaDonna Lloyd, at Weikart Center Youth for Program Quality, 300 W. Michigan Ave., Ste. 200, Ypsilanti, MI 48197.

☐ **Purchase Order**

Please attach Purchase Order or Purchase Order Number and an invoice will be sent within 3-4weeks.

Total Amount

Billing information:

Name: [   ]

Address: [   ]

City: [   ]

State: [   ]

Zip: [   ]

Phone Number: [   ]

Email address: [   ]

☐ Check here if the shipping and billing information are the same

Shipping Information:

Name: [   ]

Address: [   ]

City: [   ]

State: [   ]

Zip: [   ]

Phone Number: [   ]

Email address: [   ]

You will receive an invoice from the Forum for Youth Investment with a confirmation of your order. Materials will be sent to the shipping address provided above. By signing, you are agreeing to pay for the products and services ordered. If you have any questions or concerns, please contact Angelina Garner at angelina@cypq.org or at 734-714-2523 or LaDonna Lloyd at Donna@cypq.org or at 734-714-2510.

_____   _____
Name and signature   Date