## 21CCLC Communications Template

*Use this template to describe the communications and outreach strategies connected to your program. Example: Parent Newsletter, Monthly, Electronic copy and hard copy posted on site, parents of youth/100, to be sent on the first Friday of the month.*

**Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outreach strategy** | **Frequency** | **Method** | **Target Audience and Proposed Impact** | **Notes** |
| Parent Newsletter | Monthly | Electronic via email Hard copy posted on site | Parents of enrolled youth100 | To be sent on the first Friday of the month.  |
| Advisory Committee Meeting | Quarterly | In-person or via Zoom | Advisory Committee Members – parents, school, stakeholders, youth10 | Agenda to include the following standing items: progress towards goals, communications, enrichments,… |
| Annual Strategic Plan | Yearly | Electronic via websiteHard copy for presentations as needed | Stakeholders150 | Includes feedback gathered from identified groups. |
| **(Required) Website where your local evaluation will be posted (reminder: each year’s evaluation should be found here)** |
| www.weloveourlocalevaluation.com |
| **Social media links for your school/site/program:**  |
| www.facebook/oursiteisgreat.com |
| www.twitter/oursiteisgreat.com |
| www.instagram/oursiteisgreat.com |

**Please insert your strategies here:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outreach strategy** | **Frequency** | **Method** | **Target Audience and Proposed Impact** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **(Required) Website where your local evaluation will be posted (reminder: each year’s evaluation should be found here)** |
|  |
| **Social media links for your school/site/program:**  |
|  |
|  |
|  |