Name: _____   Date: _____

Component D: Written Materials

Written materials and program websites are often used as a communication tool between after school programs and their families and community. Announcements, newsletters, forms and the website are reviewed in this component. Be sure to take notes so you will be able to discuss your observations and complete the Reporting Form with your teammates at the conclusion of your tour.

Rate each question as follows:

1 = No (Definitely Not)

2 = Somewhat True (Minor Evidence)

3 = Mostly True (Yes… But Something's Missing)

4 = Yes (Yes, Definitely)

n/a = Not Applicable

Score:

Indicator	Score	Notes
1. All printed materials are clear, understandable and free of educational jargon.		
2. The printed materials use a font and literacy level that are easy to read.		
3. A variety of programs are highlighted including special education, after school programs, music programs, general education, English language learner programs, meal programs and other resources.		
4. There is evidence of collaboration with your parent advisory council or other parent groups.		
5. There is evidence of collaboration with the community and the school(s).		
6. Photographs and articles in the publications mirror the diversity of the student body.		
7. Parent and community volunteers are recognized.		

Written Materials (continued)

Indicator	Score	Notes
8. New students and their families are officially welcomed.		
9. Articles about staff members, volunteers, students and their families appear in publications.		
10. Student work is highlighted in publications and is representative of all students and grades.		
11. Abbreviations are explained (such as FRC means Family Resource Center).		
12. The program's educational and extra-curricular programs are explained. There is an equal process for involvement.		
13. Translated publications are readily available and distributed to families who have been identified as needing them.		
14. An archive of learning games linked to curricular goals and different events is available on the website, or local public access channels.		
15. A virtual suggestion box is available online.		

NOTES