**Kentucky Department of Education**

**Nita M. Lowey 21st Century Community Learning Program**

# Adult Skill Building Plan

Please submit the form to your **KDE Consultant**.

**Region 1 and 2:** Tammy Dowell **/ Regions 3 and 5:** Leslie Spears **/ Regions 4, 6 and 7:** Glenna Cummins

**(For KDE Use only) kde consultant/date of approval:** Click or tap here to enter text. **/**Click or tap to enter a date.

**Date Submitted:** Click or tap to enter a date.

**Grant Cycle:** Click here to enter text.

**Grant Type:** Choose an item.

**Fiscal Agent:** Click here to enter text.

**Co-applicant:** Click here to enter text.

**School(s) Served:** Click here to enter text.

**Physical Address:** Click here to enter text.

**district:** Click here to enter text.

**Site Coordinator:** Click here to enter text.

**Program Director:** Click or tap here to enter text.

**Name of Staff Member Submitting Report:** Click here to enter text.

**E-mail/Phone:** Click here to enter text.

**Name of Activity:** Click or tap here to enter text.

**Date of Activity:** Click or tap to enter a date.

**Describe the activity. Please be specific (include partners and attach purchase request for supplies):** Click or tap here to enter text.

**What will parents/guardians learn because of attending the event?** Click or tap here to enter text.

**Describe how the activity will be evaluated:** Click or tap here to enter text.

**Describe how you will promote the activity and recruit parents to attend:** Click or tap here to enter text.

**Follow-up Date (must be one week after date of the activity)**: Click or tap to enter a date.

**The follow-up information must be submitted in an email to the KDE Consultant:**

1. **Parent attendance numbers**
2. **Copies of sign-in sheets**
3. **Assessment results (survey, in-person feedback)**
4. **Areas of success**
5. **Areas of improvement**

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