

**Department of Workforce Services – Safe Passages 2013**  
**School Meeting Form**

**(One per school served)**

**Instructions:** This form needs to be completed during a meeting between the afterschool program and a school administrator and/or counselor. Forms without signatures will not be accepted.

Name of Afterschool Organization:	
Date of Meeting:	

School Information	
Name of School:	
Address:	
Phone:	

Meeting Participants			
Name	Title	Phone	Email

**Discuss and make notes regarding the following topics. If specific topics are not applicable, state why.**

**How can the afterschool program help the school identify and address the needs of at risk youth (Counselors Needs Assessment, etc)?**

**How can the school assist the afterschool program in recruiting and referring at risk youth?**

**Program outcome data collection/sharing (What, Why and How):**

**[School-based programs only] Space available for afterschool (storage and classroom):**

**Ongoing Communication plan, future meetings, school committees the afterschool program can participate in, etc:**

**Other:**

<b>Signatures</b>			
	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Afterschool Representative			
School Representative			
Other:			
Other:			