

# How to Use These Documents

## *For 21st CCLC & Afterschool Program Coordinators*

Thank you for hosting a **Steve Trash Live Show** (in house-field trip) at your site! To make documentation and reporting easy, you've been provided **two different documents for each show**. Each one serves a specific purpose.

## DOCUMENT #1: STUDY GUIDE

### What it is:

A classroom- and student-facing instructional resource designed for use **before or after the show**.

### What it includes:

- Learning objectives
- Vocabulary and key ideas
- Discussion questions
- Simple extension activities
- Standards-aligned instructional content

### How to use it:

- Share with teachers or afterschool staff
- Use as a post-show lesson or discussion
- Include as **evidence of instruction or enrichment**
- Attach to site documentation or lesson folders

✓ This document shows **what students learned**.

## DOCUMENT #2: 21st CCLC EXPLICIT ALIGNMENT & REPORT LANGUAGE

**What it is:**

A coordinator-facing document written in **grant- and report-ready language**.

**What it includes:**

- Program activity descriptions
- Explicit alignment to 21st CCLC goals
- Student outcomes supported
- SEL, academic, and enrichment connections
- Suggested evidence of implementation

**How to use it:**

- Copy and paste language directly into:
  - APRs
  - Site reports
  - Grant narratives
  - Monitoring documentation
- Reference during audits or program reviews

✓ This document explains **why the activity counts** for 21st CCLC.

## WHY THERE ARE TWO DOCUMENTS

These documents are designed to work **together**, but they serve **different audiences**:

Document	Audience	Purpose
Study Guide	Teachers & Students	Instruction & learning
Alignment & Report Language	Coordinators & Administrators	Reporting & compliance

Using both ensures:

- High-quality enrichment for students

- Clear, defensible documentation for reporting

## **BEST PRACTICE (RECOMMENDED)**

For each show:

1. **Save the Study Guide** as instructional evidence
2. **Use the Alignment & Report Language** in your reports
3. Keep both on file for documentation and audits

This approach meets both **educational** and **compliance** needs.

## **QUESTIONS?**

If you need:

- Clarification
- Additional documentation
- Help matching language to reporting fields

Just reach out — we're happy to help!

**Steve Trash – Rockin' Eco Hero**

[www.stevetrash.com](http://www.stevetrash.com)