

## MyCom OST 2011-2012 Program Year Schedule of Important Dates

1. Youth should be entered into the data entry website on a weekly basis after the start of the program period or two weeks after youth are enrolled in the program.
2. Attendance should be recorded weekly through the data entry website. Paper attendance sheets should be mailed along with your Monthly Cost Reimbursement and Program Reports.
3. Signed original (white copy) Parental Consent Form should be mailed with Monthly Financial and Program Reports.
4. Monthly Cost Reimbursement Invoice and Program Reports must be submitted even if there is no activity for the month. Document zero dollars on Cost Reimbursement Invoice; document no activity on Monthly Program Report.
5. Cost Reimbursement Invoice, Program Reports and Attendance are due as noted below.
6. Summer Scope of Service and Program Information Form are due May 15, 2012 continue Out-of-School Time programs during the summer of 2012, all grantees are required to submit a separate Summer OST Scope of Services, outlining how the partner agency will deliver services during the summer months (June 16, 2012 through September 30, 2012).

REPORT PERIOD	REPORTS DUE BY
October 1 – October 30, 2011 and November 1 – November 30, 2012	December 15, 2011
December 1 – December 31, 2011	January 16, 2012
January 1 – January 31, 2012	February 15, 2012
February 1 – February 29, 2012	March 15, 2012
March 1 – March 31, 2012	April 16, 2012
April 1 – April 30, 2012 ( <i>Summer Scope of Service Due</i> )	May 15, 2012
May 1 – May 31, 2012	June 15, 2012
June 1 – June 30, 2012	July 16, 2012
July 1 – July 31, 2012	August 15, 2012
August 1 – August 31, 2012	September 17, 2012
September 1 – September 30, 2012	October 15, 2012
<b>Final Report</b>	<b>October 31, 2012</b>

**MAIL REPORTS TO:**  
**Starting Point**  
 % MyCom-Out-of-School Time  
 4600 Euclid Avenue, Suite 500  
 Cleveland, OH 44103

