

*Checklist*

# Responsibility

**Directions:** Be clear about who is responsible. Partners should complete this checklist together. Review the tasks in column one. Add any additional tasks that may be needed. Then, for each task in column one, indicate who will be responsible—the principal or program coordinator—or whether it will be a shared responsibility. If a responsibility will be shared, decide how it will be shared.

Task	School	Community-Based Organization(s)	Shared
Provide space for after-school activities.	_____	_____	_____
Inform classroom teachers that their classrooms will be used.	_____	_____	_____
Provide supplies/materials for after-school programs.	_____	_____	_____
Handle discipline issues that arise in after-school programs.	_____	_____	_____
Communicate with parents about the content of after-school programs.	_____	_____	_____
Recruit students for after-school programs.	_____	_____	_____
Decide on the type of activities to be offered.	_____	_____	_____
Hire and supervise staff of after-school programs.	_____	_____	_____
Register participants for after-school programs.	_____	_____	_____
Define the after-school staff's training needs.	_____	_____	_____
Provide training for after-school staff.	_____	_____	_____
Coordinate publicity.	_____	_____	_____

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