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## 21<sup>st</sup> Century Community Learning Centers (CCLC)

### Contact Information

1. Fill in all white fields.
2. Click **Yes** if you intend to hire a **Program Director**.
3. Choose **Full** or **Part Time**.
4. Fill in the appropriate information for the **Program Director**.
5. If the program contact is someone other than the Authorized Representative or District Clerk displayed in the top section, select "other" and enter the Program Director's contact information.
6. Complete all fields with an \*.
7. If you do not know who the director will be, enter the grant writer's name for the time being.
8. Check to add e-mail addresses. These e-mail addresses will be the addresses to receive notification. **NOTE:** The e-mail address above for the director needs to be entered here.
9. Press the [Save Page](#) button.