



Evidence Binder Sections

- 1) Administration
 - Charter
 - Job Descriptions and Memorandum of Understanding
 - Budget
 - Pledge/Evidence of Community and Business Funding
 - Communication Plan
- 2) Rosters
 - Coalition Members
 - Volunteers
 - Child Care Centers (Licensed and Home Providers)
- 3) Meeting Records
 - Coalition Meeting Agendas, Minutes and sign-in sheets
 - Education Partners Meeting Agendas, Minutes and sign-in sheets
 - Town Hall Meeting Agendas, Minutes and sign-in sheets
- 4) Community Evaluations
 - Community Needs Assessment Results
 - Parent and Health Survey Results
 - Child Care Center Staff Credentials and Professional Development Hours Summary
 - Child Care Center Classroom Environmental Evaluations Summary
- 5) Community Resources
 - Family and Parent Resource Guide
 - Family Resource Center Checklist
 - Description of Resource and Referral Process
 - Description of Promotion and Referral to Early Intervention/Screening Services
 - Training Calendar for Child Care Providers and Parents
 - Utilization of Excel by 5 Website
- 6) Community Events/Activities
 - Health Fair Materials
 - Family Event Materials
 - Other Community-Wide Events/ Materials Used
 - Quarterly Parent Education Events/ Materials Used