



Program Closeout Process

There are several things to consider when preparing to closeout your program for the session. This template lists out the key considerations in the closeout process as well as examples of information to collect or actions to take during each step. An example is shown below; the bottom half is an empty template so you can enter in information from your program.

Program Name: ABC After School Program **Session Description:** Fall/Spring

Closing Process	Description	Examples
Programmatic Closeout	Data collection and reporting	Youth roster that includes contact information, age, race/ethnicity, school name.
	Curriculum and materials	Syllabus
	Program evaluation	Hello Insight, Financial Literacy Survey
	Financial closeout	Invoices, receipts, time sheets for staff
	Reflection and evaluation	1:1 or small group meetings with staff and youth
Communication & Relationships	Family/caregiver communication	Newsletter, email with information about closing activities relevant for them
	Partner communication	Newsletter, email with information about closing activities relevant for them
	Staff appreciation	Coffee and doughnuts, a time to gather and debrief
	Community outreach	Newsletter, flyers
	Program Summary	Report that includes summary of activities and outcomes from the season
Transition Planning	Planning for the future	Update syllabus
	Knowledge transfer	1:1 with any staff leaving, create a folder for them to leave all of their work
	Transitioning youth out of program vs. those who will continue	For youth leaving, 1:1 to get the feedback on programming. For youth returning, 1:1 to get their feedback on what they may want to see next time
	Maintaining relationships	Email communication/phone calls that extend the relationship for the



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		next season by planning how they will continue to be involved
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	Curriculum and materials	
	Program evaluation	
	Financial closeout	
	Reflection and evaluation	
Communication & Relationships	Family/caregiver communication	
	Partner communication	
	Staff appreciation	
	Community outreach	
	Program Summary	
Transition Planning	Planning for the future	
	Knowledge transfer	
	Transitioning youth out of program vs. those who will continue	
	Maintaining relationships	



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