PRIME TIME, INC.

Spring 2021

Data Packet
Online Programming

MAKE SURE DATA PACKET VERSION IS UP-TO-DATE

Check the date in the lower right-hand corner of your packet to confirm it corresponds to the current program cycle. Data submitted on old forms will be unusable. Submitting unusable data may jeopardize stipend issuance. It's critical that Program Coordinators follow these instructions appropriately.

QUESTIONS OR UPDATED PACKETS? primetime@leh.org

PRIME TIME, INC.

About - Data Packet

This Data Packet is intended for online PRIME TIME programs. It walks Program Coordinators though your closeout tasks and describes how documents should be turned in at the end of your program. It contains instructions, examples, and links to all required forms for both Family Reading Time (FRT) and PRIME TIME Preschool (PTP) programs.

The information Program Coordinators send is used in reporting, assessment, and development of PRIME TIME. It is important that the information we receive is accurate and valid, as we use this data to set benchmarks and improve our programs. The speed and accuracy with which we receive this data from Program Coordinators is a consideration for future funding cycles.

PRIME TIME Program Coordinators are required to:

___ Collect Receipts
___ Administer Pre- and Post-Program Participant Surveys using digital tools
___ Administer Parent Satisfaction forms using digital tools
___ Track Attendance via the Attendance Record
___ Share Media Release at each session
___ Complete an Expense Report
___ Calculate unused funds and send a refund check to PRIME TIME
___ Gather W-9s and Team Stipend Release
___ Complete the online Program Coordinator Reports after 3rd session *and* at program end
___ Upload these documents in the proper format into your PRIME TIME closeout folder
___ Ship extra books back to PRIME TIME's office

The closeout process, including stipend issuance for your program, may be delayed if all the above tasks are not completed correctly.

PRIME TIME, INC.

About – Task Schedule

PRIME TIME requires information to be turned in accurately and in the proper format. This packet of instructions will guide you through the correct format for each item. The following are the steps your data packet goes through once it is uploaded into your PRIME TIME closeout folder.

The Closeout Process

Turn In - Program Coordinator uploads documents to their online PRIME TIME closeout folder, mails any remaining books, and sends a refund check for any unspent funds from the Program Support Stipend.

Inspection – PRIME TIME staff reviews the materials to ensure they are in the correct format (see Accepted Formats). If there are any missing items, we notify sites and wait for submission of correct formats.

Review – When all materials are turned in in the correct format, we review receipts and the Expense Report to ensure all funds are accounted for. If there are unspent funds, we notify the Program Coordinator and wait for revisions (See Expense Report/Unspent Funds).

Invoicing – When the Team Member Stipend Release form has been uploaded, payment for team members will be processed (excluding the Program Coordinator). Payment for the Program Coordinator is processed when all funds have been accounted for or returned to PRIME TIME. We create invoices for team member stipends and send them to our financial division.

Processing – When all invoices have been approved by accounting, checks produced are sent out through our billing system to the address listed on the team member's W-9, or through direct deposit (if requested).

Mailed – Checks are mailed to the addresses given on the W-9 or delivered via direct deposit through our billing system. Checks are not created at the LEH.

PRIME TIME, INC.

About – Task Schedule

CHECK WHEN COMPLETE	Time	Program Coordinator Action
	Before Program	Have Organizational Meeting with team Collect W-9s
	Session 1	Administer Online Pre-Program Participant Survey *Collect Media Release signatures* *Track Attendance* *Collect Receipts*
	Session 2	*Collect Media Release Signatures* *Track Attendance* *Collect Receipts*
	Session 3	Complete online Program Coordinator 3rd Session Report after session Enter in current Attendance Record after 3rd Session with report *Collect Media Release Signatures* *Track Attendance* *Collect Receipts*
	Session 4	*Collect Media Release Signatures* *Track Attendance* *Collect Receipts*
	Session 5	*Collect Media Release Signatures* *Track Attendance* *Collect Receipts*
	Session 6	Administer Online Post-Program Participant Survey/Parent Satisfaction Gather Team Member Stipend Release form from team members Collect current W-9s from team members *Collect Media Release Signatures* *Track Attendance* *Collect Receipts*
	After Program	Upload Team Member Stipend Release within one week of last night Calculate expenses and write a check for unused funds Complete the Expense Report Complete the online Program Coordinator 6th Session Report Upload closeout documents in the proper format to online folder Ship extra books back to PRIME TIME

PRIME TIME, INC.

Instructions

Accepted Closeout Data Formats for Family and Preschool Reading

DATA	FORMAT	UPLOAD?	MAIL/FAX?	CHECK WHEN COMPLETE
Attendance Record	Enter attendance onto Excel sheet in online closeout folder after 3rd session and at closeout	- YES - Digital Required	- NO -	
Expense Report	Enter expenses onto Excel sheet in online closeout folder	- YES - Digital Required	- NO -	
Surveys	Completed online by families	- YES - Digital Required	- NO -	
Media Release Forms	Upload to online closeout folder	- YES -	- NO -	
Receipts	Upload together as one .pdf	- YES -	- NO -	
Team Member Stipend Release	Upload as a .pdf within a week of last session	- YES -	- NO -	
Unspent Funds	Mail Check or Money Order	- NO -	- YES -	
Extra Books	Mail with ATTN: PRIME TIME	- NO -	- YES -	
Program Coordinator Reports	Submit online through Survey Monkey after 3rd and 6th sessions	N/A	N/A	

MAILING ADDRESS*	EMAIL
PRIME TIME, Inc. – Program Manager 938 Lafayette St., Suite 300 New Orleans, LA 70113	primetime@leh.org
*DO NOT ship closeout data because it must be uploaded to your online closeout folder.	

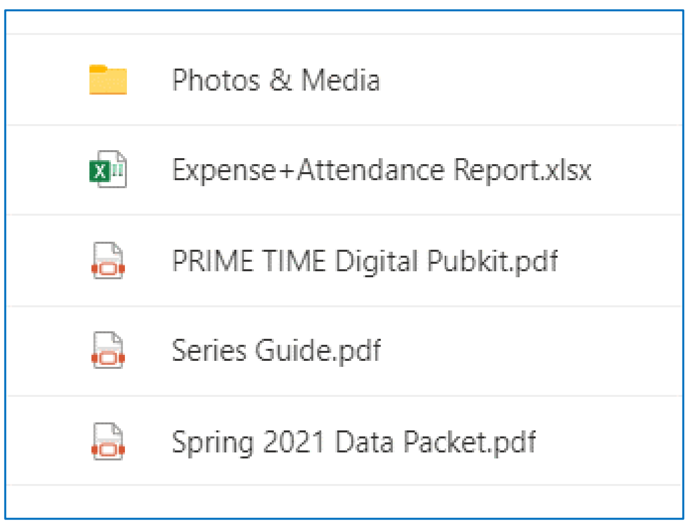
PRIME TIME, INC.

Instructions

Online Closeout Folder

Your Program Manager will share a link to your online closeout folder. You should bookmark this site so that you have easy access to it. Most closeout materials will need to be uploaded into this folder. Once you upload or make changes to documents in the folder they will automatically save.

Additionally, your online closeout folder will have several items already within it. There is one folder and several documents. You should use the Photos & Media folder to share all photos, media, or screenshots taken during your program (you will need to receive permission from families via the Media Permission form). One of the several documents within your closeout folder is the Digital Publicity Kit. The Digital Pub Kit is used for recruiting for your online program. The last items included in your online folder include the spreadsheet for directly adding your program expenses and attendance report data (see Attendance + Expense Report), a digital copy of this data packet, and guides for a successful online PRIME TIME program.



Please note that the link to your PRIME TIME closeout folder is set to expire about a month after your program's last session. If you have not uploaded all closeout items, you will need to reach out to your Program Manager for an updated link to successfully closeout your program.

PRIME TIME, INC.

Instructions - Attendance

The Attendance Record is meant to collect details on family attendance and book distribution during each session.

Program Coordinators can print a copy to fill in as log on during each program session, adding information as each session occurs.

Transcribe and enter the Attendance Record onto the Excel spreadsheet within the secure online folder after the 3rd session. After the last session, enter the remaining attendance data onto the same Attendance Record + Expense Report.

Only the .xls spreadsheet version within your online closeout folder will be accepted.

PRIME TIME - Program Attendance Record V2

1. Enter the host site name and program dates at the top of EVERY PAGE.

LEH

Program Dates: 2/11/2033 3/17/2033

Family #	Participant Names NAME	Parent or Child P	 C	Gender M	 F	Age	Ethnicity	Sess. 1	Sess. 2	Sess. 3	Sess. 4	Sess. 5	Sess. 6
1	Octavia Butler	x			x	71	African American	x	x	x	x	x	x
	Lauren Olamina		x		x	10	African American	x	x	x	x	x	x
	Bankole	x		x		60	African American	x	x		x	x	x
2	Kristi Yamaguchi					47	Asian	x	x	x	x		
	Bret Hedican					48	Caucasian/ White	x		x			
	Keara Kiyomi					10	Mixed/ Biracial	x	x	x	x		
	Emma Yoshiko					8	Mixed/ Biracial	x		x	x		
3	Manal Al Sharif	x			x	40	Middle Eastern		x	x	x	x	
	Zahra Lari		x			9	Middle Eastern		x	x	x	x	
4	Sylvia Rivera	x			x	50	Hispanic/ Latino	x					x
	Sonia Sotomayor		x		x	7	Hispanic/ Latino	x					x
5	Marsha Johnson	x				46	African American	x		x	x		x
	Queen Liliuokalani	x				48	Native American				x	x	x
	Sarojini Naidu					7	Asian	x		x	x	x	x
6													

2. Provide demonographic information for each participant. Noting that a family is considered an adult (parent, guardian, older sibling, neighbor, etc) and a child.

3. Enter "x" for sessions attended by each family member.

4. Leave attendance blank if the individual did not attend the session.

LOCATED	COLLECTED	CLOSEOUT
Document in closeout folder	At the beginning of each session	Enter into Excel spreadsheet located in your online folder

PRIME TIME, INC.

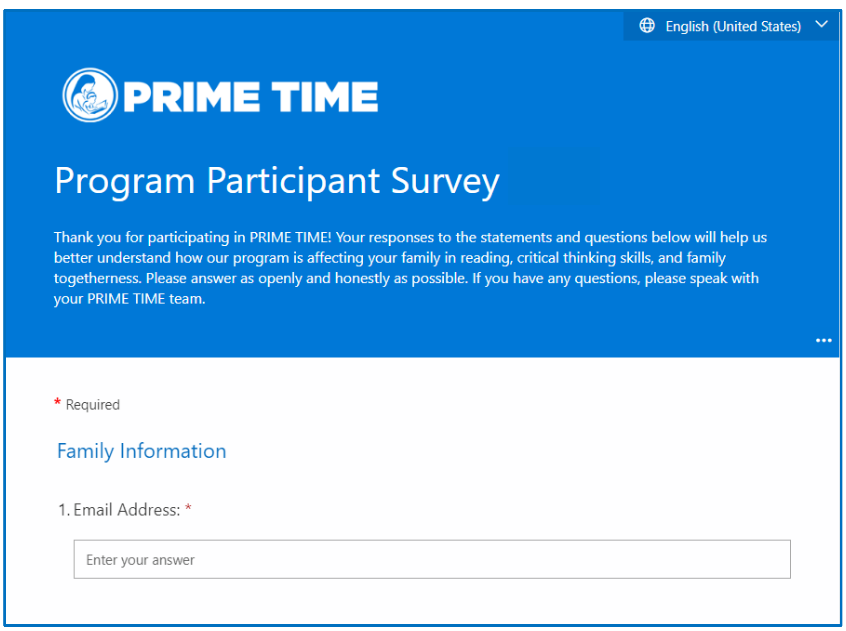
Instructions – Pre-/Post-Program Participant Survey

Your program will use digital tools that are online versions of our Pre-Program Participant Survey, Post-Program Participant Survey, and Parent Satisfaction Survey. **There is one form and link for these surveys (the Program Participant Survey).** Your Program Manager will share your program's link with you. To administer these surveys, you will need to do the following:

Digital Tools Instructions

FIRST SESSION: Share the .pdf with the instructions for how families can take the Program Participant Survey (see Program Participant Survey Instructions). Share this with families so that they have access to the link. Read aloud the instructions and provide support to families. You may also add the survey link directly into the chat box of your session or send the link via email or text.

FINAL SESSION: Repeat the above process again for the final session, making any necessary adjustments based on learnings from the first session.


English (United States)

PRIME TIME

Program Participant Survey

Thank you for participating in PRIME TIME! Your responses to the statements and questions below will help us better understand how our program is affecting your family in reading, critical thinking skills, and family togetherness. Please answer as openly and honestly as possible. If you have any questions, please speak with your PRIME TIME team.

* Required

Family Information

1. Email Address: *

Enter your answer

LOCATED	COLLECTED	CLOSEOUT
Online for digital tools	First and last session	Automatically submitted online

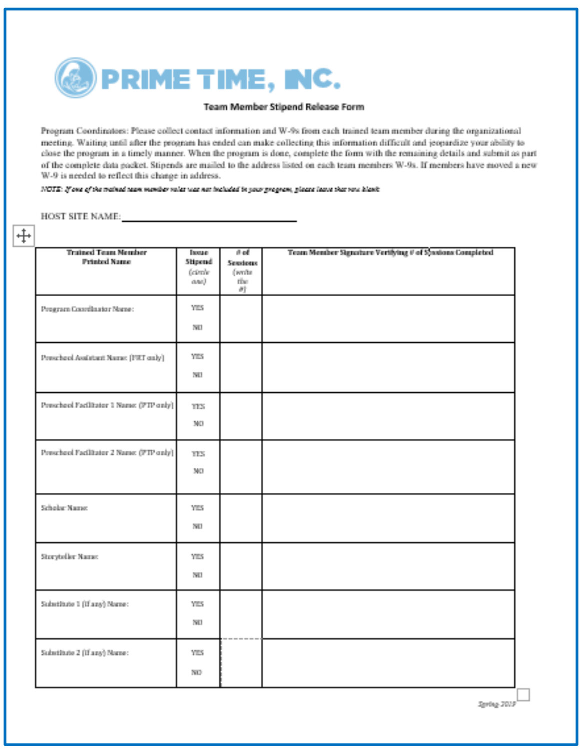
PRIME TIME, INC.

Instructions – W-9 and Team Member Stipend Release

At the Organizational Meeting, Program Coordinators should collect W-9s from team members. At the 6th session, document the number of sessions completed by team members on the Team Member Stipend Release form. These are needed for stipend processing.

Before payments can be issued, PRIME TIME staff need certain pieces of information for each team member submitted to the LEH office via W-9s and the Team Member Stipend Release form. We collect team member names, social security numbers, and addresses from W-9s. The number of sessions that each team member completes is collected from the Team Member Stipend Release form.

If any team members missed a session, the Team Member Stipend Release form is the place to let the LEH office know about it. If someone filled in or “substituted” for an absent team member, you must provide their W-9, name, contact information, and the number of sessions they attended to ensure that they are compensated.



PRIME TIME, INC.

Team Member Stipend Release Form

Program Coordinators: Please collect contact information and W-9s from each trained team member during the organizational meeting. Waiting until after the program has ended can make collecting this information difficult and jeopardize your ability to close the program in a timely manner. When the program is done, complete the form with the remaining details and submit as part of the complete data packet. Stipends are mailed to the address listed on each team members W-9s. If members have moved a new W-9 is needed to reflect this change in address.

NOTE: If one of the trained team member roles was not included in your program, please leave that row blank

HOST SITE NAME: ______________________

Trained Team Member Printed Name	Issue Stipend *(circle one)*	# of Sessions *(write the #)*	Team Member Signature Verifying # of Sessions Completed
Program Coordinator Name:	YES NO		
Preschool Assistant Name: (PTP only)	YES NO		
Preschool Facilitator 1 Name: (PTP only)	YES NO		
Preschool Facilitator 2 Name: (PTP only)	YES NO		
Scholar Name:	YES NO		
Storyteller Name:	YES NO		
Substitute 1 (If any) Name:	YES NO		
Substitute 2 (If any) Name:	YES NO		

Spring 2019

LOCATED	COLLECTED	CLOSEOUT
In this packet and online	In the org. meeting before the program and at the end of the 6th session	Upload W-9s and the Stipend Release form as separate .pdfs

PRIME TIME, INC.

Instructions - Receipts

Program Coordinators must collect receipts for all program expenses. You will turn in copies of receipts at the end of the program by uploading them to your online PRIME TIME closeout folder (see Online Closeout Folder).

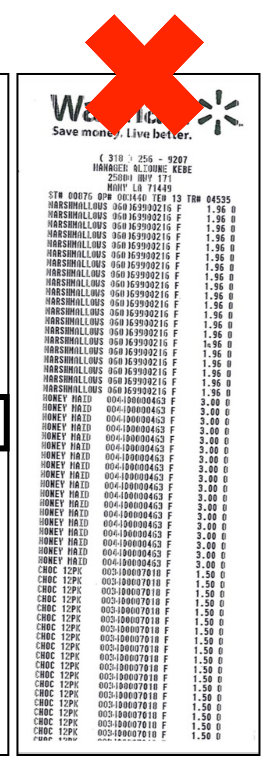
The Program Support Stipend funds may be used for the purchase or acquisition of items that will be directly utilized or consumed during the program, or by program participants.

Allowable Expenses:

- Meal delivery services, snacks, groceries, or gift cards
- Devices to go online with (hotspots, tablets, etc.)
- Participant door prizes
- Preschool extension materials
- Program supplies and materials
- Book shipping

The DATE and TOTAL should be visible on all receipt copies


K-1 SH-4 16:44:00 03/14/16
STA 87A >>> TKT 649
40 WP CRNDOG 95.60
40 SUB FRIES .00
4 MOZZ STICK 14.36
ST 109.96
TX -.00
TOTAL 109.96
TRAY# 3 CTND .04
HOW WAS YOUR VISIT??
CONTACT THE GENERAL
MANAGER, CARDEDRICK
MARKS @ 318-590-9196
OR 1-866-657-6642.
THANKS FOR CHOOSING
SONIC OF MANY!
LIKE OUR SONIC OF
MANY FACEBOOK PAGE
FOR SPECIAL OFFERS.
ID#: 574603140649



Receipts should ONLY include PRIME TIME items

Purchasing other items on a receipt may cause delay in your stipend release process.

LOCATED	COLLECTED	CLOSEOUT
You gather through purchases	Throughout program	Upload ONE .pdf with all receipts

PRIME TIME, INC.

Instructions - Expense Report/Unspent Funds

The LEH currently provides program support stipends to each Louisiana site. **The LEH will not reimburse sites for funds spent beyond the allotted stipend amount.** Funds will only be released once the LEH has received completed and signed Partnership Agreements. Funds will be released in the form of a check to the party (agency or individual) indicated on the PRIME TIME Partnership Agreement and for whom a matching W-9 is provided. The receiving party (agency or individual) must make the funds available to the Program Coordinator within two (2) weeks of receipt.

The LEH does not dictate how much of the stipend should be devoted to which categories. Partner agencies/Program Coordinators must budget wisely to determine how much (if anything) to spend on each category. This may mean planning to apply the stipend funds to some categories and solicit donations for other categories.

Program Coordinators must submit a Program Expense Report (located within the secure online folder) within 30 days of the last program session. Receipt copies of all expended funds along with the other closeout materials must accompany the Program Expense Report.

Each row of the Program Expense Report should include information from a single receipt, and items purchased on each receipt must be categorized according to the provided expense categories. Missing receipts or incomplete/incorrect expense reports will cause a delay in stipend release.

Only the .xls (Excel) spreadsheet version within your online PRIME TIME closeout folder will be accepted (see Attendance + Expense Report).

PROGRAMS SHOULD ATTEMPT TO EXPEND ALL FUNDS. Unspent funds must also be documented on the Program Expense Report as an LEH refund. All unspent funds must be returned to the LEH in the form of a check made out to ***"PRIME TIME Inc."*** Stipends will not be issued until unspent funds are received. For example, if the total amount used by the program is $995.00. Your program is not closed out until we receive and process a check from your site for $5.00. Please spend the funds!

LOCATED	COLLECTED	CLOSEOUT
Document in closeout folder	Compile at end of program	Enter onto Excel spreadsheet located in online closeout folder

PRIME TIME, INC.

Instructions – Media Release

Program Coordinators, Site Visitors, and Team Members may take photos, video, or recordings for PRIME TIME Inc., publicity during the session. In order to do this, families must be aware and have the implicit opportunity to opt out of publicity media.

Media Permission Slips

Have each family sign a media (photo, video, and recording) permission slip at their first session. Upload slips into your online secure folder as a .pdf.

PRIME TIME, INC.

Photograph and Video Permission Form

I understand there is a possibility that photographs and/or videos taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs and/or videos taken of my family and me for the above stated purpose.

Name Date

Media Release

Share the link to the Media Release at EVERY SESSION. Inform families that photos, video, or recordings may be taken of them and their children during the program, and these photos, videos, or recordings may be used for promoting PRIME TIME.

PRIME TIME, INC.

Program Coordinators – post this every week at the sign-in table of your program

Public Photography and Video Release

We are taking pictures and video and may use them.

Tell the Program Coordinator if they should not take your photo or film you.

By participating in PRIME TIME, I understand there is a possibility that photographs, or video taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Through my participation, permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs or video taken of my family and me.

Estamos tomando fotos y videos y podemos usarlos.

Dígale al coordinador del programa si no deben tomarle una foto o filmarlo

Al participar en PRIME TIME entiendo que existe la posibilidad de que PRIME TIME, Inc. y / o la agencia patrocinadora utilicen fotografías o videos tomados de mi familia y de mí para la promoción del programa. A través de mi participación, se otorga permiso para PRIME TIME, Inc. y / o la agencia patrocinadora para usar fotografías o videos tomados de mi familia y de mí.

LOCATED	COLLECTED	CLOSEOUT
In this packet	Posted at sign-in each session	Upload as one .pdf into secure folder

PRIME TIME, INC.

Data Packet

Online Programming

Spring 2021

Forms

MAKE SURE DATA PACKET VERSION IS UP-TO-DATE

Check the date in the lower right-hand corner of your packet to confirm it corresponds to the current program cycle. Data submitted on old forms will be unusable. Submitting unusable data may jeopardize stipend issuance. It's critical that Program Coordinators follow these instructions appropriately.

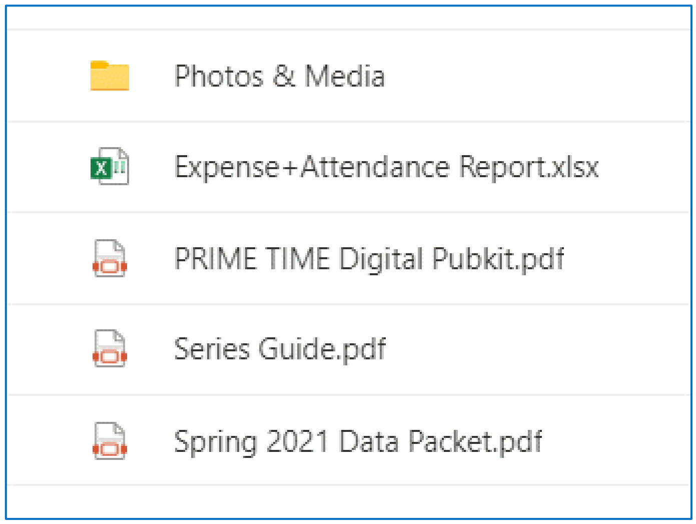
QUESTIONS OR UPDATED PACKETS? primetime@leh.org

PRIME TIME, INC.

Online Closeout Folder Forms – Attendance + Expense

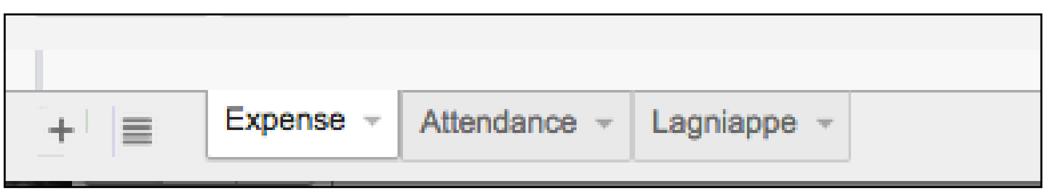
ATTENDANCE RECORD + EXPENSE REPORT

The Attendance Record and Expense Report are on the same spreadsheet.



1. Go to your online PRIME TIME closeout folder. The link to this folder is emailed by your Program Manager between a week or two before your program begins.

2. When you open the spreadsheet, there should be tabs at the bottom for Expense, Attendance, and some lagniappe.



3. The Attendance Record data must be entered onto your Attendance + Expense Report within your online closeout folder after the 3rd session and again after the 6th session to successfully closeout your program.

PRIME TIME, INC.

Program Coordinator Reports

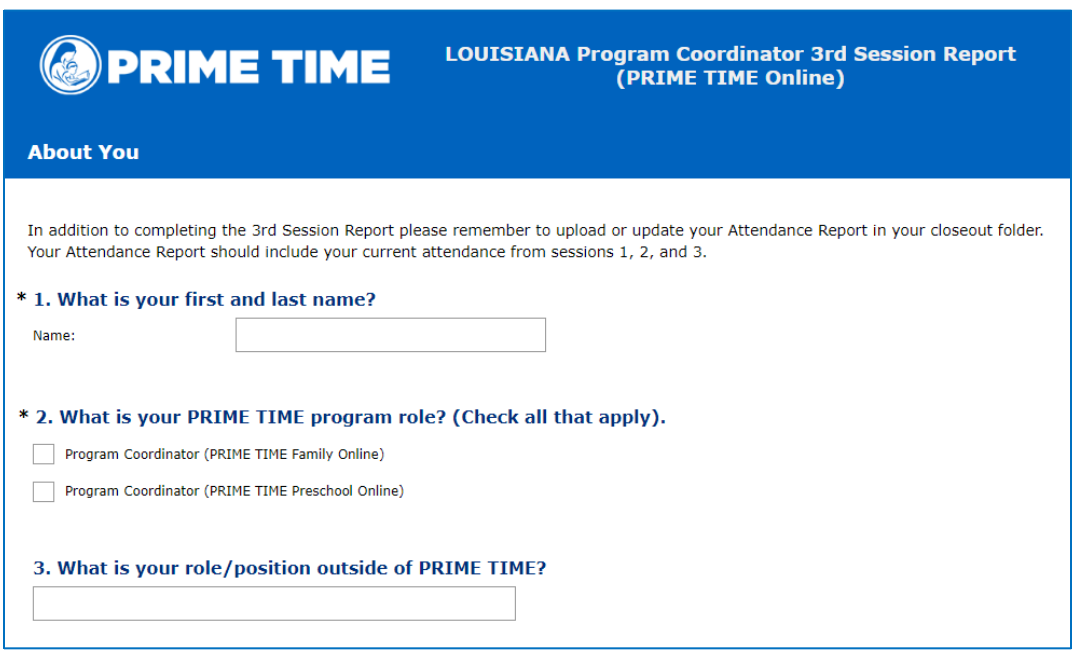
Program Coordinators must report on the program twice. Once after the 3rd session (before the 4th session) and again after their 6th (final) session. The reports are located online via SurveyMonkey.

PROGRAM COORDINATOR REPORTS – 3rd and 6th Session

Access Here:

1. Program Coordinator 3rd Session Report
   https://www.surveymonkey.com/r/RYPVCYP

2. Program Coordinator 6th Session Report
   https://www.surveymonkey.com/r/R2SF2QL


PRIME TIME

LOUISIANA Program Coordinator 3rd Session Report
(PRIME TIME Online)

About You

In addition to completing the 3rd Session Report please remember to upload or update your Attendance Report in your closeout folder. Your Attendance Report should include your current attendance from sessions 1, 2, and 3.

*** 1. What is your first and last name?**

Name:

*** 2. What is your PRIME TIME program role? (Check all that apply).**

- [ ] Program Coordinator (PRIME TIME Family Online)
- [ ] Program Coordinator (PRIME TIME Preschool Online)

3. What is your role/position outside of PRIME TIME?

PRIME TIME, INC.

Program Coordinators – share this every week either within the session chat box or via email

Media Release/Comunicado de prensa

We are taking pictures, video, and/or recordings and may use them.

Tell the Program Coordinator if they should not take your photo, film, or record you.

By participating in PRIME TIME, I understand there is a possibility that photographs, video, or recordings taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Through my participation, permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs, video, or recordings taken of my family and me.

Estamos tomando fotos, videos y / o grabaciones y podemos usarlos.

Dígale al coordinador del programa si no deben tomar su foto, película o grabarlo.

Al participar en PRIME TIME, entiendo que existe la posibilidad de que PRIME TIME, Inc. y / o la agencia patrocinadora utilicen fotografías, videos o grabaciones tomadas de mi familia y de mí para la promoción del programa. A través de mi participación, se otorga permiso para PRIME TIME, Inc. y / o la agencia patrocinadora para usar fotografías, videos o grabaciones tomadas de mi familia y de mí.

PRIME TIME, INC.

Media Permission Form

I understand there is a possibility that photographs, videos and/or recordings taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs, videos, and/or recordings taken of my family and me for the above stated purpose.

Name Date

PRIME TIME, INC.

Formulario de permiso de medios

Entiendo que existe la posibilidad de que PRIME TIME, Inc. y / o la agencia patrocinadora utilicen fotografías, videos y / o grabaciones tomadas de mi familia y de mí para la promoción del programa. Por la presente, se otorga permiso para PRIME TIME, Inc. y / o la agencia patrocinadora para usar fotografías, videos y / o grabaciones tomadas de mi familia y de mí para el propósito mencionado anteriormente.

Nombre Fecha

PRIME TIME, INC.

Stipends may take up to a month to be issued. This document and W-9s must be submitted. The stipend for the Program Coordinator is processed once all closeout materials are submitted.

Team Member Stipend Release Form

Program Coordinators: Please collect contact information and W-9s from each trained team member during the Organizational Meeting before your program begins. Waiting until after the program has ended can make collecting this information difficult and jeopardize your ability to close the program in a timely manner. When the program is done, complete this form with the remaining details and upload immediately. Stipends are mailed to the address listed on the W-9. If team members have moved, a new W-9 is needed to reflect this change in address.

NOTE: If one of the trained team member roles was not included in your program, please leave that row blank.

HOST SITE NAME:____

Trained Team Member Printed Name	Issue Stipend (*circle one)*	# of Sessions (*write the #)*	Team Member Signature Verifying # of Sessions Completed
Program Coordinator Name:	YES ☐ NO ☐		
Preschool Assistant Name: (FRT only)	YES ☐ NO ☐		
Preschool Facilitator 1 Name: (PTP only)	YES ☐ NO ☐		
Preschool Facilitator 2 Name: (PTP only)	YES ☐ NO ☐		
Scholar Name:	YES ☐ NO ☐		
Storyteller Name:	YES ☐ NO ☐		
Substitute 1 (if any) Name:	YES ☐ NO ☐		
Substitute 2 (if any) Name:	YES ☐ NO ☐		

To Take the Program Participant Survey:

1. Please complete a survey on your first session and again on your last session of PRIME TIME.
2. Please use a device that can connect to the internet (cellphone, laptop, or tablet).
3. Click or copy and paste the below link to open the Program Participant Survey.

   - Program Participant Survey

   Paste Program Participant Survey into this box

4. If you have any questions or concerns, please reach out to your PRIME TIME Program Coordinator for help.