

This guidance has been developed to give greater clarity regarding the federal Government Performance Annual Report (GPRA) Activity Categories for 21st CCLC programs.

When planning or creating an activity, programs should select the category that best fits the primary purpose of the programming. Although programs may provide activities that serve more than one purpose, choose the primary purpose of the activity, and report all information for this activity through its primary category. If an activity does not clearly fit into one of the 14 categories, select the activity type that most closely fits. The 14 categories below are the activities that are reported to the federal government via 21APR.

Activity Category	Description of Activity	Activity Examples
Academic Enrichment	Activity that provides direct support for academic achievement and helps students meet State academic standards.	Math, Reading club, Writing poetry, Environmental club, Nature club, Etc.
Activities for English Learners	Activity that provides support to students designated as English Language Learners.	Bilingual Education, Dual Language, and/or English as a New Language support
Assistance to Students who have been Truant, Suspended, or Expelled	Activity that promotes school attendance and/or improved student behavior	Sisters Circle, Big Brother Community circle
Career Competencies and Career Readiness	Activity that prepares students to enroll and succeed in a credit bearing course at a post-secondary institution or a high-quality certificate program with a career pathway to future advancement.	College Campus trip Career exploration fair
Cultural Programs	Activity that fosters inclusion and awareness about cultural diversity and helps prepare students to thrive in an increasingly diverse world.	Cultural galas Global cuisine Cultural Fashion design anime/ manga club Martial arts Historical Reenactment
Drug and Violence Prevention and Counseling	Activity that provides information about alcohol or other drug use prevention; promotes peaceful conflict resolution; and/or provides socio-emotional counseling services.	Group counseling/SEL Guest Speakers

Expanded Library Service Hours	Activity that utilizes expanded library services and hours.	Reading/book club Newspaper Journalism Comic book/manga club
Healthy and Active Lifestyle	Activity that engages students in a physical activity and develops an appreciation of health and nutrition.	Sports Wilderness club Cooking class Yoga and Wellness clubs
Literacy Education Activity	Activity that contributes to the development and enjoyment of reading and writing skills.	Manga/comic book club Creative writing class Debate Film club
Parenting Skills and Family Literacy	Activity that promotes parental involvement, parenting skills, and literacy at home and in the larger community.	Family night Financial literacy Family literacy/ storytime Family potluck SEL mindfulness stress management
Science, Technology, Engineering, and Mathematics, including Computer Science	Activity that contributes to the development of science, technology, engineering, or mathematics (STEM) skills.	Forensics club Robotics Engineering Mathlets Computer coding AV club
Services for Individuals with Disabilities	Activity that supports the learning needs of students with disabilities.	Group counseling Academic support Life Skills
Telecommunications and Technology Education	Activity that supports a student's understanding of how to use, evaluate, and access technologies for learning and communication.	Film club AV club Radio club
Well-rounded Education Activities, including credit recovery or attainment	Activity that provides students with a diverse set of learning experiences across a variety of classes, activities, and programs and an enriched curriculum.	Homework help Leadership summit Model UN Community service Art & Crafts

Snack Time

Snack time can be tracked towards program attendance. The staff are engaging with the students, and your program should get credit for participation. Below are some options on how you can track your snack attendance.

- Snack can be tracked in Afterschool21 as a separate activity. These snack activities should be considered “Other” in the activity category.
- Some programs have snack and implement SEL check-ins during snack time. In this scenario, programs can track snack in a separate activity and include the activity categories that best fit their snack time. In this scenario Drug and Violence Prevention and Counseling would be an appropriate category for snack.
- Programs can include snack time in their activities. For instance, if the activity is being conducted immediately after the snack time or when a student finishes their snack, the snack and activity time can morph into that activity.

Hard To Categorize Activities

Some activities can be difficult to categorize as they can appear to be multiple categories in one. Take a ‘Cooking’ activity for example. Based on the 14 activity categories, ‘Cooking’ can be Cultural Programs, Healthy and Active Lifestyle, Science, Technology, Engineering, and Mathematics, including Computer Science, and even Parenting Skills and Family Literacy. Programs doing such activities should pick the category that is prioritized most within the activity. If the goal of the ‘Cooking’ activity is to introduce and teach how to cook culturally new or relevant foods, the main category should be Cultural Programs.

Labeling Activities and Sessions

Activities and Sessions should be labeled and titled with intention and care. These should not be labeled vaguely. The TARC and NYSED uses the information entered into the database to gain a better understanding of what type of activities and programming is occurring at programs. By creating labels with intention you can prevent confusion and interventions on these levels. For example, if you label your activity ‘After-school Program’ and the session under it as ‘Academics’ it will be unclear what programming is occurring and could lead to NYSED or the TARC reaching out for clarity, and the possibility of having to redo these data entries. Instead, you could label the Activity ‘Academics’ and then detail which kind of academics is occurring in the sessions; ‘Algebra’, ‘Math’, ‘ELA’, ‘Life Science’, ‘Regents Review’, ‘Homework Help’, etc. See below for more examples of setting up your activities.

Examples for Setting up your Activities/Sessions

The activities and sessions you input into Afterschool21 should create a schedule that shows the transition from one activity to the next during programming. You should avoid creating one block of time for programming. Instead of having 1 activity and 1 session, it should represent the different offerings of the program.

Avoid blocks of time (as seen below):

Activity	Afterschool Program 23-24		
Session	Afterschool Program	M-F	2:30p-5:30p

Recommended best practice:

Activity	Arts		
Session	<i>Art club</i>	M-F	2-3
Session	<i>Music</i>	M,W,F	4-5
Session	<i>Dance</i>	Fri	3-4:30

Activity	Tutoring/Review		
Session	<i>Tutoring</i>	M-Th	3-4
Session	<i>Regents practice</i>	Fri	3-4

Activity	Academics		
Session	<i>Math club</i>	M-F	2-3
Session	<i>STEM</i>	M-F	3-4

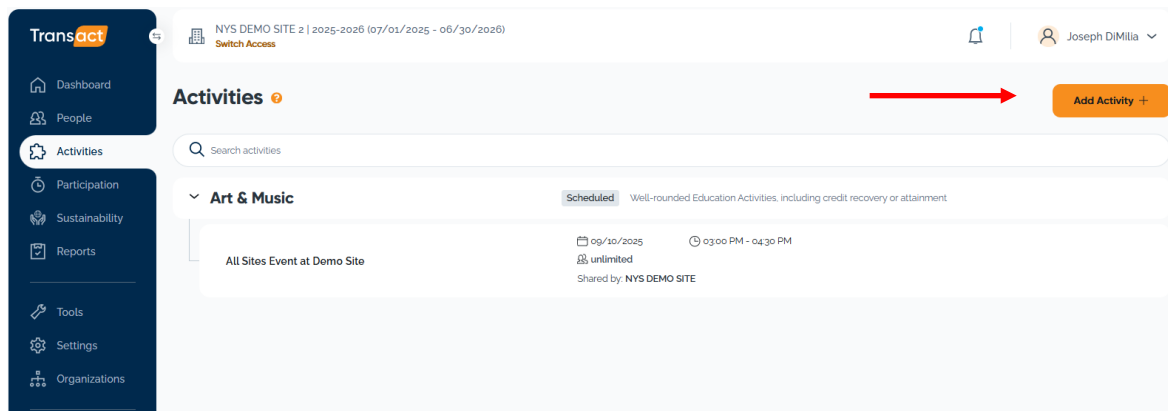
Reporting Off-Site Activities in AS21

NYSED will not ask for field trip forms for outside activities already approved in the application to operate at a consistent off-site location.

Off-site activities are any activity that must operate at a location other than the location of the normal 21st CCLC program site. A program operating at an off-site location must be named in the program's application with NYSED or added to the program via a program modification. Activities that are approved for off-site operations will not require field trip forms for the travel between the program site and activity location. For example, a program partners with a local CBO to provide swim lessons as an activity in the 21st CCLC program. The program submits a program modification (if not already approved), adding the activity to the application. Once approved, the students and staff will be allowed to travel to the site without the need for a field trip form.

Once approved by NYSED, programs will be expected to track the location of the activities via AS21.

1. Click "Add Activity" and complete the information for the named "Activity Information"



2. On the “Session Information” page:
 - a. enter the name of the session including the location of the off-site session (ex. Swim Lessons at Gotham YMCA)
 - b. enter a detailed description of the session’s objectives
 - c. enter the session location
 - d. complete remaining required area

The screenshot shows the 'Session Information' form page. On the left, a sidebar lists the steps: 'Add activity', 'Session information' (selected), 'Activity information', 'Session information', and 'Review and save'. The main form area contains several input fields: 'Session name' (with a red asterisk indicating it's required), 'Session description' (a large text area), 'Session location', 'Funder' (a dropdown menu), and 'Designated staff' (a dropdown menu). Red arrows point from the 'Session information' step in the sidebar to the 'Session name', 'Session description', and 'Session location' input fields.