

College and Career Transition Club Annual Report Format: 2019 – 20

As indicated in FCSUA's letter of approval for your school's College and Career Transition Club, an annual report must be submitted to the FCSUA by June 15 each year and include the following information:

- ▶ Student enrollment (including number of students from each of these groups: (1) students with intellectual disabilities, (2) students with disabilities other than intellectual disabilities, and (3) students without disabilities, by grade.
- ▶ Summary of CCT Club activities and how student learning outcomes were documented.
- ▶ Summary of CCT Club expenditures, showing any balance remaining.
- ▶ Preliminary plan for the next year's Club activities.
- ▶ Proposed budget for the next year's Club activities including any balance remaining to be carried forward.

Prepare the report as a Word document, organized by the report elements listed above. Your report **must include** the required cover page, signed by the school principal. Documented evidence can include, recruitment materials, agendas, sample portfolios, approved photos and videos of club activities.

Submit an electronic file(s) of the Annual CCT Club Report and cover page to:

fcsua@ucf.edu

and

Iris.Neil@ucf.edu

Do not hesitate to call or email if you have any questions or need additional information. We are excited to learn about your club's activities and student learning outcomes!

**College and Career Transition Club
 Annual Report Cover Page: 2019 – 20**

School name:	School address:
District name:	CCT Club name:

Budget Information

Total budget amount received for 2019-20:	Total budget expenditures for 2019-20:
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Teacher/Club Advisor

Name:	Position:
Email:	Telephone:

Financial Contact

Name:	Telephone:
Email:	

School Principal

Name:	Email:
Telephone:	Signature:

Narrative Checklist

<input type="checkbox"/> Student enrollment by: students with InD, SWD other than InD, and non-disabled by grade level	<input type="checkbox"/> Preliminary plan for the next year's Club activities
<input type="checkbox"/> Summary of CCT Club activities and how student learning outcomes were documented	<input type="checkbox"/> Proposed budget for the next year's Club activities including any balance remaining to be carried forward
<input type="checkbox"/> Summary of CCT Club expenditures, showing any balance remaining	