



# Mississippi Valley Workforce Development Board

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## Operations Committee Meeting Agenda

Wednesday, August 9, 2023, at 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86528579599?pwd=MzUxR0NMaHMvTjFsL0NxdXc3MjNBUT09>

Meeting ID: 865 2857 9599 Passcode: 124664

One tap mobile: +16469313860,,86528579599# US

Called to Order	Matthew Nicol
Roll Call	Tyler Lanz
*Consent Agenda	Matthew Nicol
Excused Absences	
Approval of Agenda	
Approval of Previous Meeting Minutes	
 <b>STANDING REPORTS</b>	
One-Stop Operator Report (Page 4)	Nick Clayton
Adult/DW/RR Report/Narrative Report (Page 13)	Kendra Schaapveld
Title III Report (Page 22)	Tim Snyder
 <b>NEW BUSINESS</b>	
Laptop Checkout Policy Mod. (Page 28)	Miranda Swafford
Other Business	
Public Comment	
Adjourn	Matthew Nicol

\*Items Requiring a Vote, \*\* Items Requiring a Roll Call Vote

### Accommodations

Accommodations are available upon request for individuals with disabilities. If you need accommodation, please contact Mandy Tripp at [assistant@mississippivalleyworkforce.org](mailto:assistant@mississippivalleyworkforce.org) or at 1-844-967-5365 option 3.



## Mississippi Valley Workforce Development Board

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### **Operations Committee Meeting**

Wednesday, July 12, 2023, at 4:00 p.m. via Zoom

**Members Present:** Matthew Nicol, Kirby Phillips, Scott Schneider, Tim Gobble, Tim Snyder, and Nick Flogel

**Members Absent:** None

**CEOs Present:** Jean Dickson

**Staff Present:** Miranda Swafford, Executive Director, Andrea Taylor, Strategic Partnership Specialist, and Mandy Tripp, Compliance Officer

**Service Provider Staff Present:** Cherisa Price-Wells, Regional Director, Kendra Schaapveld, Project Director; Tabytha Seigfried, Quality Assurance Specialist; Taylor Longstreth, Operations Manager; Shannon Weaver, Operations Manager

**One-Stop Operator:** Nick Clayton

**Guest:** None

*\*Items Requiring a Vote, \*\* Items Requiring a Roll Call Vote*

### **CALLED TO ORDER**

Nicol called the meeting to order at 4:00 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **\*CONSENT AGENDA**

The consent agenda included approval of the agenda and approval of previous meeting minutes. Schneider made a motion to approve the consent agenda, seconded by Gobble, motion carried.

## **STANDING REPORTS**

### **ONE-STOP OPERATOR REPORT**

Clayton reviewed the numbers for June. Facebook's total reach in Davenport was 6,040 and Burlington's Facebook total reach was 6,172 which appears to be due to a change on Facebook to force business pages to use Meta Suite. Customer Satisfaction was 80%, however, it was a lot of frustration with the system. Davenport and Burlington both started providing in-person basic computer skills workshops in June which have continued to see an increase in attendance.

### **ADULT/DW/RR REPORT**

Schaapveld reported they received a WARN notice for Lutheran Services in Iowa for a contract ending for family center services which will impact 64 employees, services were provided onsite and virtually. David's Bridal has not been responsive locally to provide any services. There have been 6 Adult enrollments and 1 Dislocated Worker with the caseload currently at 68 active and

113 follow-ups Dislocated Worker currently has 96 active with 64 follow-up. There was 1 OST, 5 WBL and there was a 93.96% customer satisfaction rate. Outcomes- 14 credentials, 15 unsubsidized employment, 13 measurable skills gains, 7 WBL started and one adult transitional job completed. Schaapveld advised they are working to implement virtual reality into adult work-based learning. Schaapveld advised in her summary that all deliverables were achieved at 100% or higher for PY22.

### **TITLE III**

Snyder advised most of the services provided out of both centers for Title III are unemployment focused and make referrals for other services when appropriate. There was discussion on what large employers may be bringing competitive jobs into the areas and how they are changing the hiring bonuses to incentivize choosing one company over another, making it a job seekers market. Unemployment data for May was included in the packet.

### **\*LAPTOP CHECKOUT POLICY**

Swafford presented the policy advising it was a modification to add that criminal charges could be added if a laptop is not returned, after much discussion Nicol and Phillips were not comfortable with the criminal charges language. Price-Wells advised she would look into Equus/Bright Springs policies to see what flexibility they had in using software on the computer to make it unusable if not returned. Schneider advised he has a laptop checkout policy that is used by EICC that he will share for more information. Phillips made a motion to table the topic until the next meeting when more information could be provided, seconded by Schneider, and the motion carried.

### **OTHER BUSINESS**

There was no other business.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNED**

Flogel made a motion to adjourn, seconded by Phillips and the motion carried. Nicol adjourned the meeting at 4:51 p.m.

# One-Stop Operator Report

## July OSO Executive Summary

July saw a more consistent turn out to our hiring events. To highlight one, Siemens Gamesa Hiring Event in the Burlington IowaWORKS office saw an increase in attendance compared to prior months. They had such an increase they had to call in another hiring manager. The hiring managers reported to us that they believe 70% of the individuals they had met were qualified candidates and that they would potentially have to have second interviews because they believe some of the individuals were qualified for more advanced positions as opposed to the entry level production position that the application was for.

July's workshops were on par with previous months attendance and completion.

We saw a sizeable increase in the daily VOS numbers this month with both centers traffic increasing by 11 individuals per day. This may be due to in part by a couple of temporary layoffs in the areas including the Iowa Army Ammunition Plant in the Burlington area and John Deere in the Davenport area.

Facebook reach skyrocketed for the Burlington IowaWORKS page going from 6,172 to 37,910. I attribute this to the state doing away with the Teach Iowa website. Now all school jobs are posted in IowaWORKS. Because of this, our page posted several job openings for several school districts in the area. These posts got shared around 200 times by individuals working in the school districts or thinking others may be interested in the employment. The Siemens Job fair also got shared quite a bit. Going forward we may look at urging people to share posts more in the hopes of increasing and maintaining reach. Instagram reach is now available now that the Social Media Team is posting there. The numbers are low at only around mid 20's for both offices but I will begin tracking those like Facebook going forward.

Customer Satisfaction had another dip to the point where we once again did not reach our goal of 85%. We had a customer satisfaction rating of 77% for the month of July. I believe a lot of this is due to the recent Iowa Wesleyan University layoff. We had several comments involving the fact that the workshops seemed lower level than where they were at, specifically citing that multiple workshops discussed the importance of brushing their teeth. Another comment specifically cited the failure of the governor to fund the university. We did however have some comments noticing that it would be difficult to have multiple workshops for individuals at a range of different levels that are currently unemployed. We have taken steps to hopefully improve this number by having the survey able to be shared during workshops and with individuals when assisting them on the floor. From this we received 5 more positive responses in July even though it was not enough to raise our numbers to the 85% mark. I am going to continue to ask staff to share the survey when working with individuals.

Our referrals in July rose back to normal numbers after dropping off last month. I reshared the referral form link to staff and made notes of certain things regarding referrals. Another factor is that a lot of schooling is starting back up in August so individuals will be looking for funding and training opportunities. We are still getting the majority of our referrals from PROMISE JOBS staff, RCM and RESEA staff and Wagner Peyser staff but they had a large increase in the month of July.

Not too many events to report on for the month of July other than job fairs as discussed above. We did have staff attend Gain Camp in the Davenport area and the Des Moines County Fair in the Burlington area. Both of which hopefully are getting our name out there more to populations that may not be familiar.

Upcoming events include the Quad Cities Success Fair on 8/14 and the Southeast Iowa Regional Job Fair on 9/21. Both events are the "big" job fairs that our local area host. Both are expected to have over 50

## July OSO Executive Summary

employers. The Southeast Iowa Regional Job Fair also plans on having a Driver's License Reinstatement Clinic at the event to assist individuals with getting their Driver's License back.

Continuous Improvement Opportunities the partners and I are taking are reviewing the WINTAC Next Step document and making an action plan to reach goals. Both centers are now having center leadership meetings to address the One Stop Certification Standard neither office met which is Effectiveness Standard 5 that through coordination of the OSO, leadership staff of on-site partners collaborate to manage the functions of the centers. Leadership meetings were being held in Davenport previously but without attendance of the previous OSO. Now both centers leadership are meeting monthly to manage the functions of the centers.



**IowaWORKS**

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One-Stop Operator  
July 2023



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WORKFORCE DEVELOPMENT BOARD


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## July Hiring Events/Job Fairs



A proud partner of the AmericanJobCenter network

Date	Type	Location	Job Seekers
07/10/2023	Multiple Hiring Event	Davenport IowaWORKS	25
07/11/2023	Hire Talent Tuesday	Burlington IowaWORKS	34
07/18/2023	Team Staffing Hiring Event	Burlington IowaWORKS	18
07/20/2023	Siemens Gamesa Hiring Event	Burlington IowaWORKS	30



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WORKFORCE DEVELOPMENT BOARD

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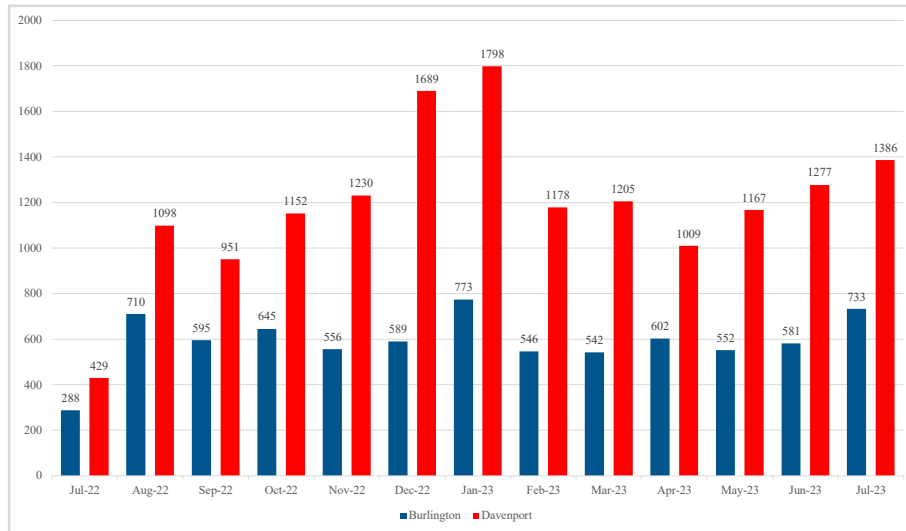
## MVWA July Workshops

Workshop	Burlington	Davenport
Career Services	0	1
Resumes	12	62
Job Search	7	108
Financial Literacy	0	17
Interviewing	88	52
Career Interest	5	33
Personal Growth	14	44
Work Readiness	16	0
Labor Market Info	4	0
Unemployment Info	32	19
Job Finding Club	16	30
Other	3	0
NCRC testing	14	0



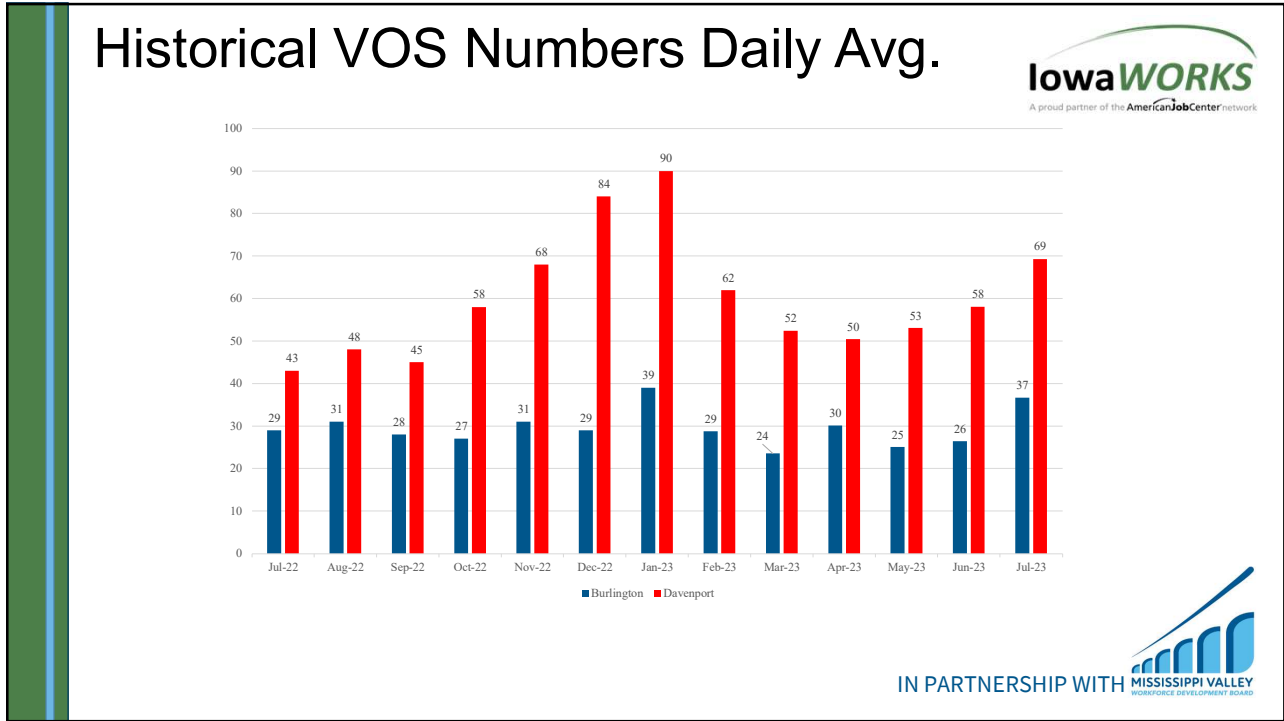
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## Historical VOS Numbers

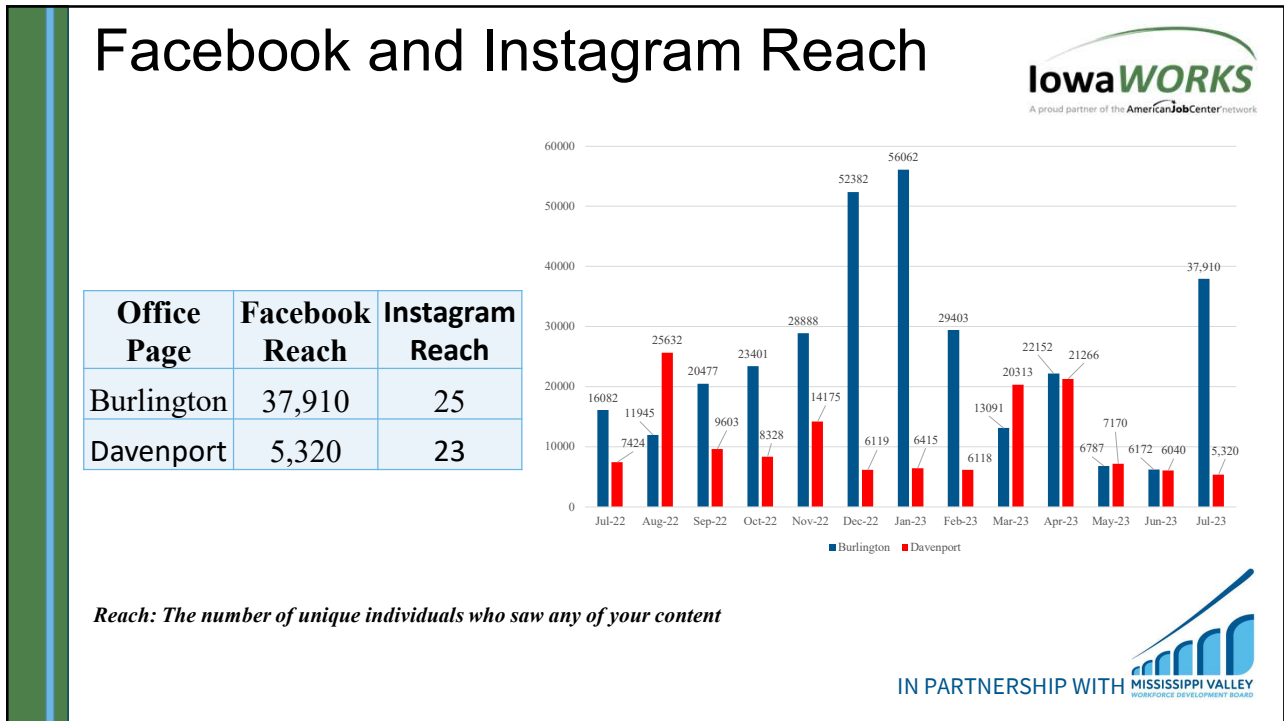


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*Reach: The number of unique individuals who saw any of your content*

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# Customer Satisfaction July



**23 of 30 (77%)** responded “somewhat or very satisfied” to a majority of the questions  
**5 of 5 (100%)** from West Burlington in person workshop surveys  
**9 of 11 (82%)** Davenport  
**5 of 9 (56%)** West Burlington  
**4 of 5 (80%)** online  
**1** positive suspected of being from Des Moines that was removed from totals

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
100%	91.4%	92.5%	69.4%	85.1%	85.7%	66.7%	85%	78%	96%	82%	80%	77%



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# Customer Comments



## Areas of Concern

- The computers are slow and needing an updated. The website is just as bad. I can work from home better than at the workforce office. And when I work from the website buffers and I can't get my searches done on time sometimes.
- The staff isn't the problem. The requirements are ridiculous though. I'd have a job if not for the governor's disdain for secretary Villsack.
- These mandatory courses are a joke and a waste of my time. This entire curriculum is geared towards entry level and manual labor and not careers. I wasted more time on this when I could have been searching for an actual placement. The original guidance on my resume was extremely off base for a career and the person was so unorganized, I would have been better off advising him. My second advisor was much more understanding of my position and helpful.

## Positive Comments

- I think everyone does a fantastic job. It would be difficult to develop educational material for a group of 300+ individuals that have different skills sets and wide range of specific needs.
- Everyone I've interacted with has been wonderful. They've all been kind and tried very hard to be helpful.
- The meeting helped build my confidence in future work ambitions.



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# MVWA July Partner Referrals



Referred To	Burlington	Davenport
Title I Adult/DW	11	35
Title I Youth	4	5
Title II (AEL/HiSED)	1	2
Title III	0	2
Title IV (Voc Rehab)	6	5
Veterans	2	4
AARP	1	0
IowaWORKS	0	2
Total Referrals	25	55
	80	

Referred From	# of Referrals
AEL/HiSED	2
Promise Jobs	16
RCM/RESEA	26
Title I	1
Title III	33
Voc Rehab	1
OSO	1



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# July Events



- 7/21 Gain Camp
- 7/27-7/29 Des Moines County Fair
- Every Wednesday Computer Literacy Workshop Burlington



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## Upcoming Events



- 8/14 Quad Cities Success Fair
- 9/21 Southeast Iowa Regional Job Fair and Driver License Reinstatement Clinic



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## Continuous Improvement Opportunities



- Partners have been reviewing WINTAC Next Step Document and creating an action plan to complete items
- One Stop Certification Standard improvements
  - Center leadership meetings to improve Effectiveness Standard 5 (Through Coordination by OSO, leadership staff of on-site partners collaborate to manage the functions of the Center)



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# Adult/DW/RR Report

## **Performance**

The first month of the new program year saw 8 adult enrollments and 2 dislocated worker enrollments. A strong start with 8% of the deliverable goal. The dislocated workers were from manufacturing, one from Henry County and the other Des Moines County.

Work-based learning saw 4 participants begin a work-based learning across the adult and dislocated worker grants. Three adults began transitional jobs. 1 dislocated worker began an internship. The deliverable goal for the program year is 40. Current progress is 10% of the goal achieved. We are continuing to work with businesses to increase reverse referrals. We are offering a prescreen that is a simple check box.

Each Business Services Consultant is also an ambassador for their respective Chamber of Commerce. This allows them to attend new business ribbon cuttings and meeting potential new partners for work-based learning. Partnerships are expanding with Community Healthcare, YMCA in Maquoketa, and Impact Life. Through our partnership with the Bittner YMCA, we have been able to develop multiple work-based learnings across all grants and expand into a partnership with the Maquoketa Y.

Six participants entered occupational skills training. The overall goal for the program year is 100. The program achieved 6% to start the program year. August will see a significant increase in students entering school as that is a more typical start to the semester.

Program customer service continues to perform above expectations at 94.29% customer satisfaction rate. There were 6 surveys completed. A new survey link was rolled out which may have led to a decrease in turnout in completed surveys.

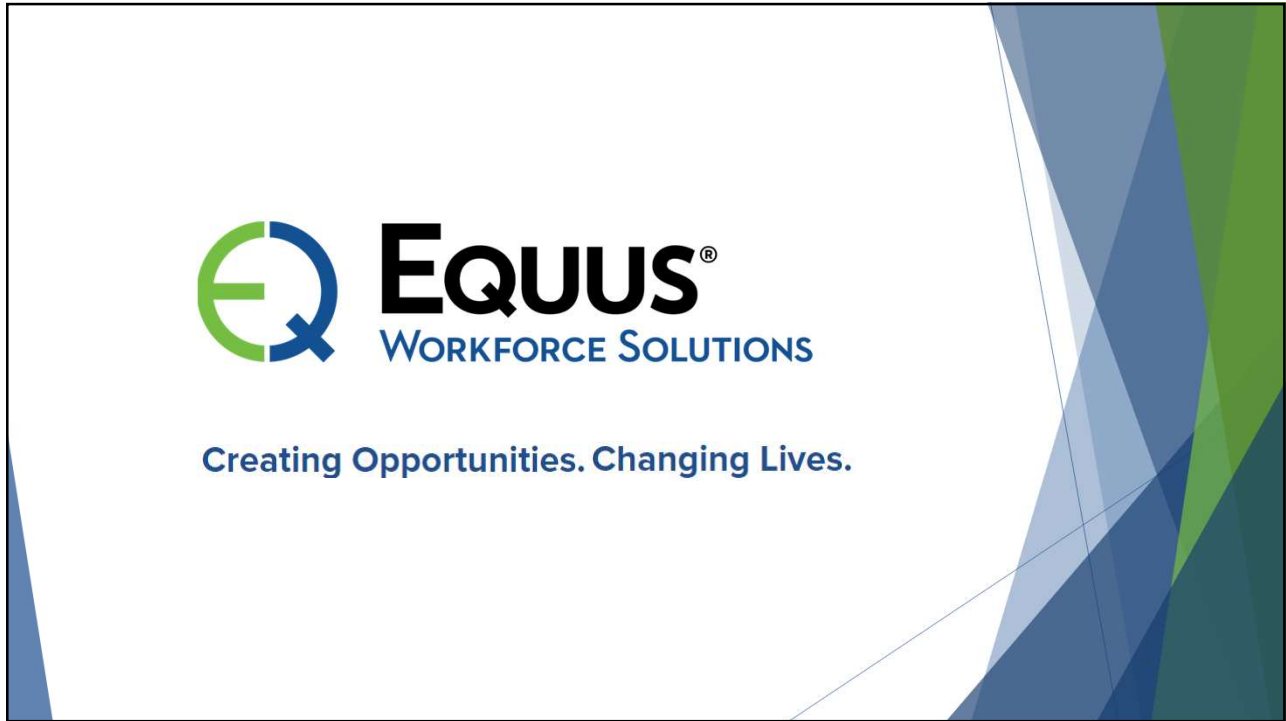
July, the start of the program is typically a quieter month in a program year. It is mid-summer in a school semester and work-based learning is has been steady. Referrals are coming to the program steadily as potential students are interested in the fall semester.

## **Rapid Response Summary**

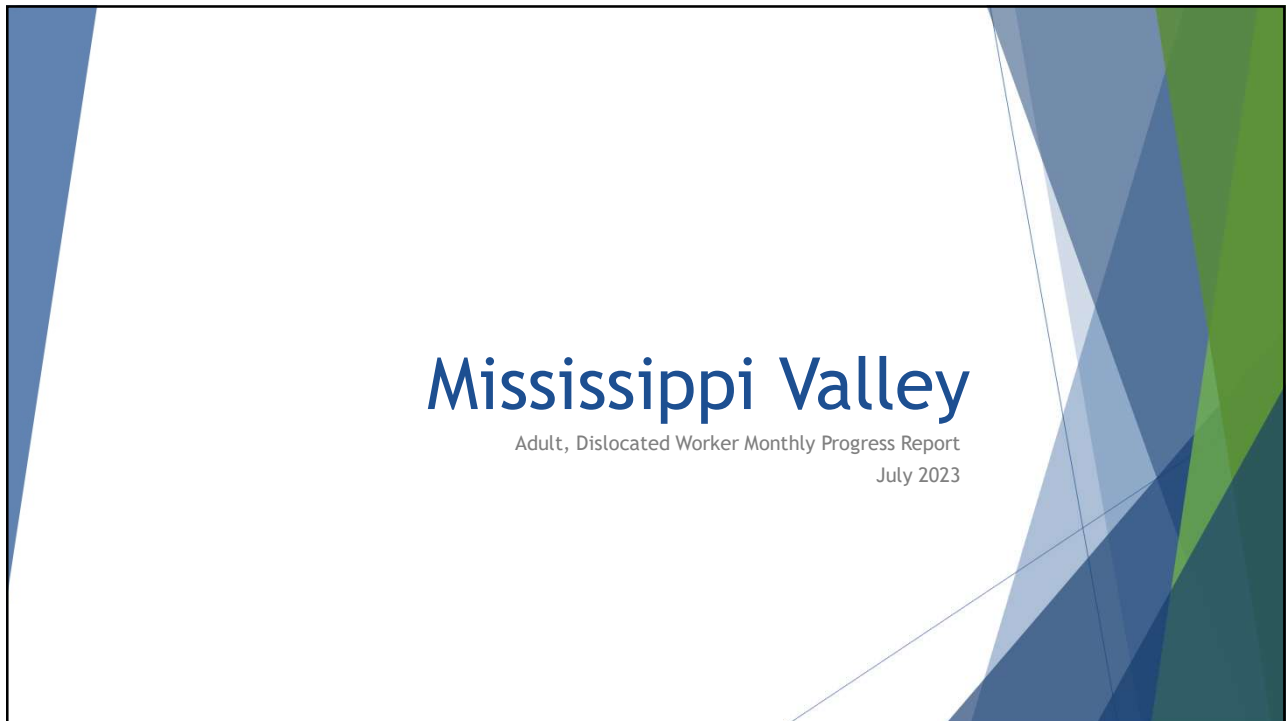
We learned of the Hearth and Home layoff of 20 individuals. As this did not meet criteria for a WARN notice, we reached out to HR to offer services.

## **Policy Deployment**

Nothing to report



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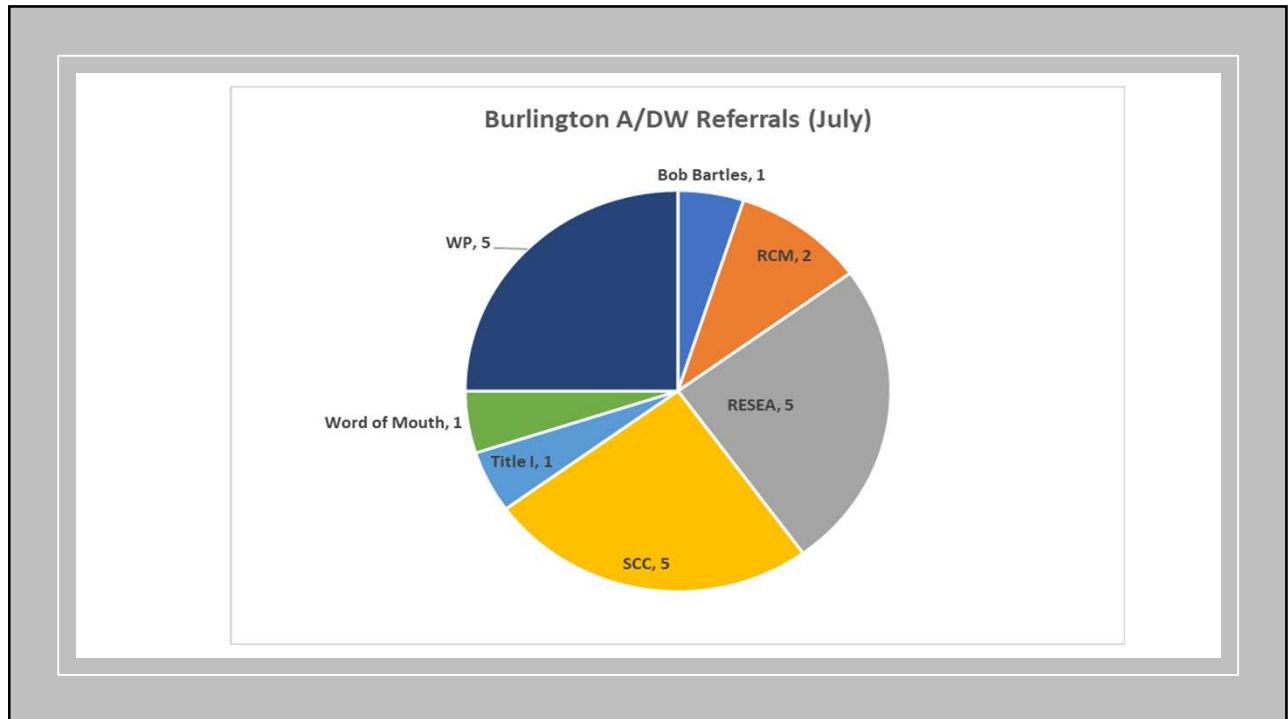


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## Rapid Response

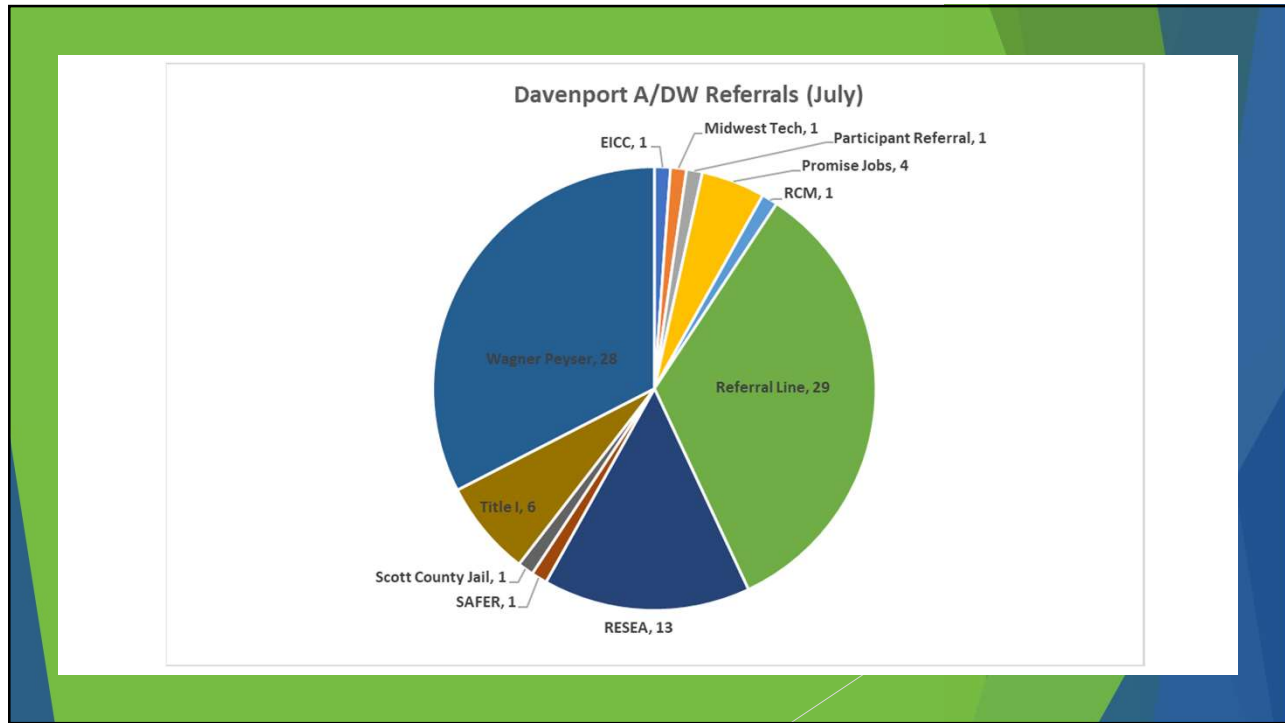
- ▶ No WARN notices
- ▶ Hearth and Home laid off 20 individuals

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## Enrollments

	June	YTD Goal	YTD Actual	% of Goal
Adult	8	125 (Total)	8	
Dislocated Worker	2	125 (Total)	2	8%

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## Caseload

### Adult

- ▶ 76 Active
- ▶ 100 Follow Up
- ▶ 35.2 Average caseload
- ▶ 5 Exit
  - ▶ 5 Employed

### Dislocated Worker

- ▶ 98 Active
- ▶ 51 Follow Up
- ▶ 229.5 Average caseload
- ▶ 3 Exit
  - ▶ 3 Employed

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## Occupational Skills Training

	July	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	6	100	6	6%

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## Work Based Learning

	June	YTD Goal	YTD Actual	% of Goal
Work Based Learning	4	40	30	10%

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Project name	Survey Date	Feedback and areas to improve
IA, MISSISSIPPI VALLEY IQWA ADW	07/05/23	
IA, MISSISSIPPI VALLEY IQWA ADW	07/13/23	
IA, MISSISSIPPI VALLEY IQWA ADW	07/21/23	
IA, MISSISSIPPI VALLEY IQWA ADW	07/01/23	I think it's exactly the way it should be
IA, MISSISSIPPI VALLEY IQWA ADW	07/10/23	Robert has been extremely helpful to our son.
IA, MISSISSIPPI VALLEY IQWA ADW	07/01/23	Very helpful and friendly. Megan did a great job of checking in on me and helping me through the whole process

94.29% Customer Satisfaction Rate

6 Surveys completed

Legacy in Action

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**Dislocated Worker Industries**

- ▶ 2 Enrollments
  - ▶ Manufacturing, Henry County
  - ▶ Manufacturing, Des Moines County

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## Outcomes

<b>Credentials</b> <ul style="list-style-type: none"> <li>• Maintenance Technician Diploma</li> <li>• CMMMA Certification</li> </ul>	<b>1 Unsubsidized Employment</b>
<b>Work-Based Learning Started</b> <ul style="list-style-type: none"> <li>• 1 Dislocated Worker Internship</li> <li>• 3 Adult Transitional Jobs</li> </ul>	<b>1 MSG</b>

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## Participant Highlights

1. Lee County DW participant graduating from SCC Maintenance Technician Diploma program on the Dean's List.

# Title III Report

## MVWA Title III Report July 2023

### Services Provided:

Most services continue to be UI assistance, resume, employer events, and veteran case management. Obviously, we provide many services, workshops, and make referrals to partner/outside agencies.

Many of the individuals coming into the center are for UI with a re-employment case manager. RCM Customers continue to get one on one assistance and receive referrals to partner agencies from both RCM and 1st contact CP assigned to RCM in the AJC which we have 4 plus one onsite RESEA and one RCM CPs.

**NEW:** On Monday July 10<sup>th</sup> both the Davenport and the Burlington AJC's and all other Iowa *WORKS* centers throughout the state began providing REX Labs to assist customers in entering their job searches and filing their weekly claims. What happens is UISC provides a list of customers who received work search warnings the previous week due to not using REX (at all or incorrectly) to document their job contacts & reemployment activities. The lab is mandatory, and the claimants claim will be locked if they fail to attend. The REX Lab is held every Monday at 9:30 am at both centers and 1:30pm at the Davenport center.

Shayla Taeger, Katelyn Orth, and Jennifer Schuster have been planning and preparing for the Southeast Iowa Job Fair to be held September 21<sup>st</sup>. both Nick Clayton and Tim Snyder have set in on some planning meetings and provided support and ideas.

August 14, the Quad Cities Success Fair will take place at St. Ambrose University from 1:00-4:00 p.m. This event will take place in the Rogalski Center Ballroom.

### Labor Market:

The labor market in both the southern and northern counties of the workforce area is currently grappling with a scarcity of employees, as numerous employers find it difficult to hire for vacant roles. This shortage can be attributed, in part, to a low unemployment rate and an aging workforce. The region's economic landscape heavily relies on manufacturing and agriculture, with healthcare and education also serving as significant industries.

While wages in the area generally fall below the national average, there are certain sectors that offer higher-paying positions. Overall, the labor market in the Mississippi Valley Region is competitive and showcases opportunities for skilled workers. (some employers are a little less anxious to attend job fairs)

The prevailing trend indicates a gradual recovery of the local economy from the pandemic, but there may still be obstacles in terms of recruiting enough workers to fill the available positions. Employers in the area might need to offer competitive compensation and benefits packages to attract and retain employees.

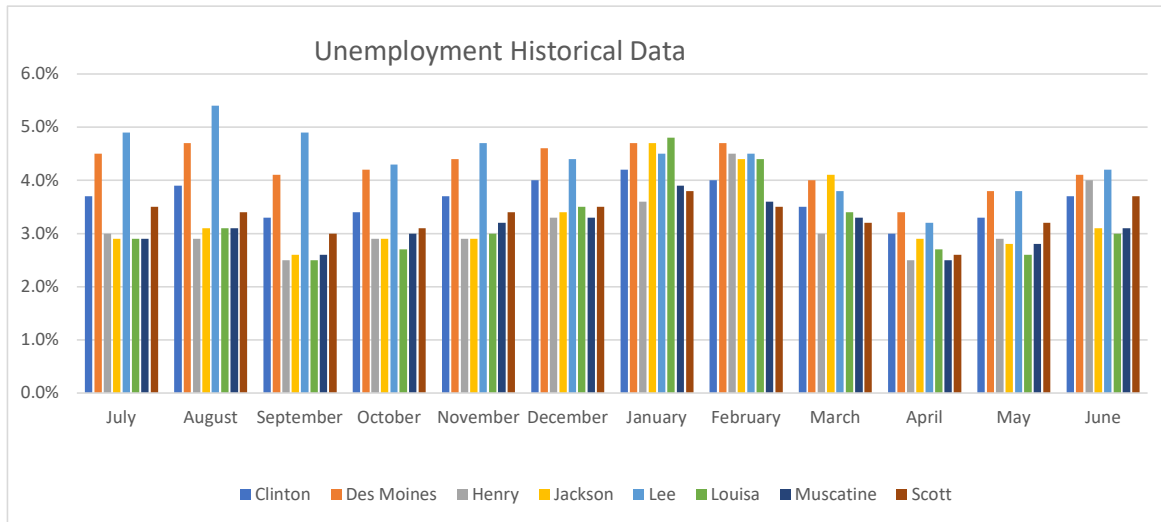
Example: Siemens Gamesa is offering a great starting salary 20 plus hourly, 18 paid days immediately on hire, 6% match 401 K, medical and life insurance.



Jul-23

	<b>Burlington</b>	<b>Davenport</b>
Services Provided By Individual	<b>2,868</b> services for <b>733</b> individuals	<b>5,857</b> services for <b>1,068</b> individuals
Services Provided to Veterans	<b>148</b> services <b>40</b> individuals	<b>441</b> services <b>85</b> individuals
Individuals Enrolled	72	196

County	July	August	September	October	November	December	January	February	March	April	May	June
Clinton	3.7%	3.9%	3.3%	3.4%	3.7%	4.0%	4.2%	4.0%	3.50%	3.00%	3.30%	3.70%
Des Moines	4.5%	4.7%	4.1%	4.2%	4.4%	4.6%	4.7%	4.7%	4.00%	3.40%	3.80%	4.10%
Henry	3.0%	2.9%	2.5%	2.9%	2.9%	3.3%	3.6%	4.5%	3.00%	2.50%	2.90%	4.00%
Jackson	2.9%	3.1%	2.6%	2.9%	2.9%	3.4%	4.7%	4.4%	4.10%	2.90%	2.80%	3.10%
Lee	4.9%	5.4%	4.9%	4.3%	4.7%	4.4%	4.5%	4.5%	3.80%	3.20%	3.80%	4.20%
Louisa	2.9%	3.1%	2.5%	2.7%	3.0%	3.5%	4.8%	4.4%	3.40%	2.70%	2.60%	3.00%
Muscatine	2.9%	3.1%	2.6%	3.0%	3.2%	3.3%	3.9%	3.6%	3.30%	2.50%	2.80%	3.10%
Scott	3.5%	3.4%	3.0%	3.1%	3.4%	3.5%	3.8%	3.5%	3.20%	2.60%	3.20%	3.70%



	Jan-23		Feb-23		Mar-23		Apr-23		May-23		Jun-23	
County	In Labor Force	Unemployed	In Labor Force	Unemployed	In Labor Force	Unemployed	In Labor Force	Unemployed	In Labor Force	Unemployed	In Labor Force	Unemployed
Clinton	22,000	940	22,380	910	22,410	780	22,530	680	22,620	760	22,930	850
Des Moines	18,210	850	18,300	860	18,170	720	18,270	630	18,380	700	18,570	770
Henry	9,240	330	9,510	330	9,530	290	9,500	240	9,440	280	9,410	370
Jackson	10,610	500	10,780	510	10,850	440	10,810	310	10,830	300	10,980	350
Lee	14,630	710	14,710	660	14,710	560	14,730	480	14,740	560	14,850	620
Louisa	5,910	290	5,970	260	6,000	210	5,960	160	5,960	160	6,070	180
Muscatine	20,760	810	20,980	760	20,888	680	20,880	520	20,890	600	21,180	650
Scott	88,000	3,400	88,700	3100	88,400	2800	88,800	2,300	89,560	2,880	91,030	3,330

## \*Laptop Checkout Policy Modification

**Reason** – Updating the language of the policy to include returning the laptop late could result in loss of privileges to use the laptop and not returning it at all could result in criminal charges being filed.

**Documents Included** – Policy with proposed new language.

**Action Requested** - The request is to modify the policy with the new language.



## Laptop Checkout Policies and Procedures

**Approved Date:** July 26, 2021

**Effective Date:** July 26, 2021

**Amended Date:** N/A

### A. General Provisions

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1. Please take a moment to read over the following policies and make sure you understand the responsibilities in regard to acceptable Chromebook usage.
  - a. Laptops must be carried in a sturdy book bag, or the laptop case provided.
  - b. All use of the laptop must be for employment search and attainment purposes.
  - c. Inappropriate use will result in the laptop checkout being suspended.
  - d. Participant will assume full responsibility for the device during the time the Participant checked out the laptop.
    - i. Any intentional or unintentional damage will be the responsibility of the person who has signed out the laptop.
    - ii. Common damage and costs for repairs include key damage or loss = \$8.00, per key screen damage = \$40.00, keyboard damage = \$25.00, total replacement of laptop = \$800.00, charging cord=\$35, and case=\$20

### B. Damage can be avoided by following these simple rules

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1. Do not loan or allow the laptop to be used by another person.
2. Do not leave the laptop unattended.
3. Do not eat or drink while using the laptop. The laptop should not be near any food or drink.
4. Do not place the laptop on or in areas where it could be stepped on or sat on, such as leaving it on the floor or in a chair.
5. Do not leave the laptop near the edges of a table or desk.
6. Do not have the laptop open as you are moving from place to place.
7. Do not carry the laptop by holding the screen.
8. Participant assumes full responsibility for reporting device problems, breakage, damage, loss, or theft.
9. Participants are not allowed to deface the laptop in any way with writing, stickers, etc.
10. Participants are not allowed to download or install any programs, files, images, etc. onto the laptop.
11. Participants are not allowed to tamper with the settings on the laptop or remove files pre-loaded/downloaded on the device.
12. Participants are not allowed to override, bypass, or change the Internet filter settings.
13. Participants are not allowed to be on unauthorized websites.

14. Participants are not allowed to trade the laptop with other participants or loan the laptop to other participants or other people.
15. Identifying stickers, serial numbers, or tags should not be removed from the laptop at any time.
16. Failure to utilize laptop properly will result in a loss of use of laptop.

**C. Issuing of Laptops**

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1. Participant will be issued a laptop with a specific serial number.
2. The laptop will be issued to the Participant by a program representative of their local IowaWORKS office, for a specific period (not to exceed 90 days), and agreed upon by Participant and the local Career Navigator.
3. If the participant must travel out of town while in charge of the laptop, the Participant will return and check in the laptop prior to travel. Participant will notify and coordinate turning in the laptop prior to travel.
4. Participants should follow the policies and procedures of Mississippi Valley Workforce Area IowaWORKS centers for picking up and returning devices daily or weekly, as predetermined.
5. ~~Failure to return the laptop~~ Returning the laptop later at the end of then the agreed upon time and day may result in a loss of privilege and use of the laptop.

**D. Sign Out Process**

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1. Laptops may be checked out daily in the presence of an authorized representative at the IowaWORKS office. Laptops will be returned on the agreed upon date/time.
2. For in center/classroom use the laptop checkout policies and procedures will be signed by the participant and kept on file.

**I have read the laptop policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my loss of Chromebook privileges. I also understand that should the laptop not be returned criminal charges may be filed.**

- Day Use  
And/or
- I am checking out the laptop # \_\_\_\_\_
- For time period:  
Check out day and time: \_\_\_\_\_  
Planned return day and time: \_\_\_\_\_  
Returned day and time: \_\_\_\_\_

\_\_\_\_\_  
Participant Int.

\_\_\_\_\_  
PARTICIPANT NAME (please print)      PARTICIPANT SIGNATURE      DATE

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STAFF NAME/TITLE (please print) STAFF SIGNATURE

DATE