Equity Assistance Centers Program
Instructions to identify clients for the 2009 survey

1. **Clients of the Equity Assistance Centers (EACs) are organizations with whom the EACs have negotiated plans for services.**
   - EAC clients include State Education Agencies (SEAs), school districts (LEAs), public schools, Intermediate Educational Units, school boards, technical assistance providers, community organizations, professional associations, colleges or universities, and other organizations.

   - Include organizations only if the EAC actually provided services to them directly. Do <u>not</u> include organizations if the EAC only participated jointly in collaborative activities with them.

   - Do <u>not</u> include the U.S. Department of Education. Do <u>not</u> include consultants hired by the EAC to provide EAC services.

2. **Identify all clients that meet the following criteria:**
   - The clients received service(s) anytime during the period from **<u>summer 2008 through school year 2008-2009.</u>** (If your organization was not an EAC grantee during summer 2008, you might not be able to identify summer 2008 clients.)

   - EAC services include, but are not limited to: consultation, planning, technical assistance, training, professional development, workshops, conferences, and information dissemination activities. The EAC may have delivered these services on-site, off-site, electronically, or through other means.

   - Do not list a client if it is very unlikely that the client would recognize that the EAC provided the service, for example, for collaborative efforts carried out jointly with other organizations in which the EAC did not have a visible role.

   Note: Count a district as a client if the EAC negotiated a plan for services with district staff. Count a school as a client if the EAC negotiated a plan for services with school staff. You may count both a district and a school or schools in that district as clients.

3. **Generate a list of all client organizations that meet the criteria above in #1 and #2. For each organization on the list, provide information for your key contact person at that organization.**
   - For the purposes of this survey, identify the organization's key contact person who worked most closely with the EAC in planning the services and who can give an accurate and unbiased assessment of the quality and usefulness of the EAC services provided and any results on the organization's policies and practices.

   - An organization should appear only once in your list of clients <u>unless</u> the EAC worked with more than one key contact person at that organization on more than one set of activities. If the EAC worked with more than one key contact person on more than one set of activities (and there is no one person who would know about all the services provided by the EAC), you may submit a separate listing for each key contact person in the organization.

   - In the Excel spreadsheet, please:
     1. Provide the name and position title for each contact person. Provide each contact person's <u>office</u> (not home): mailing address, phone number, email address, and FAX.
     2. Provide the name of the organization. Write the type of organization in the last column.
     3. Verify the contact information for each person, and then put an "X" in the first column.

Please submit your client list and contact information in the Excel spreadsheet to <u>sandra.brown@ed.gov</u> <u>by [day & date]</u>.