

San Francisco Expanded Learning Collaborative Newsletter- January 2014

Welcome to the newsletter of San Francisco's Expanded Learning Collaborative (formerly Afterschool for All). Through our quarterly newsletters, we aim to provide afterschool stakeholders-- including staff members, parents, school personnel, funders, trainers, and others--with a sense of what is going on in the afterschool world of San Francisco.

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[Commissioner Jill Wynn's Resolution on Afterschool](#)

The resolution, "In Support of Increased Access to Afterschool Programs for All Students in San Francisco Unified School District Schools" was introduced by Commissioner Jill Wynn's several months ago to the Board of Education. The full copy of the first reading of the resolution can be viewed at:

<http://sfparents.files.wordpress.com/2013/11/wynns-after-school-resolution.doc>

Jill Wynn's consulted with The Department of Children Youth and their Families (DCYF), San Francisco Unified School District (SFUSD) and the Expanded Learning Collaborative (ELC) about the content of the resolution. A similar resolution was presented by Supervisor Jane Kim to the board of supervisors and the full content can be found on the BOS site:

http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/bosagendas/materials/bag110513_131073.pdf

The resolution proposes to change SFUSD policy to allow every SFUSD K-5 student the opportunity to attend an afterschool program located in their own school and aligned with their school program. In order to increase accessibility SFUSD staff will also develop a single on-line application and payment system for afterschool programs on school sites. In the future, DCYF would include city-funded afterschool programs in the same application. It is also proposed in the resolution that school sites will develop policies conducive to sharing classrooms with afterschool programs, SFUSD will develop quality afterschool guidelines, and the possibility of changing school start times will be explored.

The Superintendent's staff will present to the Board of Education by April 30, 2014.

[ELC Technical Assistance Update](#)

The Expanded Learning Collaborative Technical Assistance Project has a lot going on in the next few months! Check out sfelc.org for the latest news and updates. If you want to receive our technical assistance e-mail blasts to stay in the loop, you can sign up at sfelc.org/elc-tap-trainings-and-events/e-mail-blasts

If you missed last month's networking brown bag on program environment and safety, NOT TO WORRY! We have posted a [video](#) that summarizes some of the key points of the discussion. Check it out for a little inspiration, then join us for our January networking event - a morning coffee klatch (we'll bring the coffee and pastries - see below)!

The SFELC website also has a myriad of resources for anyone working in (or hoping to find a job in) the out of school time field. Visit our community forum or job postings pages to view and post jobs and program information for your colleagues throughout the city. Join our close to 150 registered users and get the word out!

There is still time to apply to receive 10 FREE hours of coaching for your program. What can a coach do for you? Lead a workshop. Facilitate a meeting. Do a program observation and provide feedback. Sound good? For more information, visit sfelc.org/coaching

Upcoming ELC TAP Events:

Core Competencies Workshop

You don't need superpowers to work in an afterschool or summer program. What DO you need then, you ask? Come to this interactive workshop to learn about what the [Core Competencies](#) are – and how you can use them to improve your staff supervision roles, your own skills, and, ultimately the quality of your program. Lunch will be served.

When: Wednesday, January 15, 9am – 1pm

Where: DCYF, 1390 Market Street, Suite 900

How: For more information, and to register, click [here](#).

Networking Coffee Klatch

When: Thursday, January 16, 10:00am - 11:30am

Where: Sherman Elementary School

We'll bring the breakfast, so join us to network with your peers and learn about promising practices related to nutrition and physical activity. Each month we hear from a different host location to learn about how the host is implementing quality program elements as mapped to the Expanded Learning Collaborative's [Quality Self Assessment](#). This month, we are also getting ready to Zumba. That's right! Click [here](#) to read more.

Last Afterschool Quality Self Assessment Workshop of the Year

How do you know if you are running a quality afterschool program? The Expanded Learning Collaborative's [Quality Self Assessment \(QSA\)](#) can help you identify your program's strengths and weaknesses so that you can start working on making your program even better. Attend this dynamic workshop to learn about what the QSA is and how to use it in your program.

Lunch will be served.

When: Thursday, January 23, 2014, 9am – 1pm

Where: Precita Center, 534 Precita Avenue

Why: Because QUALITY matters!

For more information, and to register, click [here](#).

For information on upcoming events and workshops in February and beyond, click here [here](#).

Summer Learning Workgroup Updates

Summer Learning Workgroup has been moving forward with all three goals

Goal #1 To promote awareness of the importance of summer learning programs-

- Working with Summer Resource Fair Committee to support with:
 - Multilingual support to help families navigate the event
 - Best messaging and flier development for parents, teens and providers
 - Developing a guide for parents the day of resource fair
- Collaborating with SFUSD on presenting to Staff in various capacities. (Family Liaisons on January 30th regarding the importance of Summer Learning and how they can help bridge communication efforts)

Goal #2 Foster the adoption of citywide tools (such as the Summer Quality Self-Assessment, the Core Competencies and the Resource Binder) among providers and funders.

- Made changes to the Summer Timeline document to include vital summer planning links. Will be shared on ELC, DCYF and workgroup members' website when complete.
- Obtained a list of potential funders to present the tools to, yet decided that it would be more successful to identify specific people with more leverage or connections to present.

Goal # 3- Provide input on citywide professional development events for summer programs.

- Completed and distributed the workgroup developed service provider survey regarding requested professional development needs. This survey will provide guidance on topics to offer at the March 14th Summer Learning Conference, click [here](#) to provide your input!

Financial Sustainability Workgroup Updates

The financial sustainability workgroup has been finalizing the information for a brochure that will inform how OST programs in San Francisco are supported financially. The text has been finalized; however the design may change and will continue to be worked on. The plan is for brochures to be finished in January and the outreach plan will need to be further developed during the upcoming months. There have been challenges so far with obtaining current data related to cost and the capacity of OST programs in the city. Currently there is a rough estimate 27% of youth who want afterschool programs do not have access and 61% who want summer programs do not have access.

Out of School Time News

CA3 Highlights How After-School Programs Are a Smart Use for LCFF Funds

Organization CA3 used California specific research to highlight multiple reasons after school programs are a smart use for Local Control Funding Formula (LCFF) funds. Afterschool programs were found to be able to pay for themselves with benefits of up to \$13 for every dollar invested and proven advancing of at least 6 of the 8 required state priorities: pupil achievement, pupil engagement, school climate, pupil subject area outcomes, common core implementation, and parental involvement. LCFF funding targets to serve high-need students which are generally served by afterschool programs (i.e. students in lower income households, English learner, and foster youth). LCFF funding would also make it possible for after school programs to increase access and strengthen the quality of the services provided. To read the full informative brief, please visit:

<http://partnerforchildren.org/storage/documents/After%20School%20Supports%20LCFF%20Priorities%20-%20FINAL.pdf>

These findings are relevant to advocating for funding of afterschool programs since local school districts are currently deciding how to direct LCFF funding. Each district will decide how to spend its dollars and community input is required. Please visit this handout to get an informative overview about LCFF funding:

<https://www.aclusocal.org/wp-content/uploads/2013/10/177176770-LCFF.pdf>

California Funding Brief: Accountable for Attendance

Children Now and Attendance Works co-published a news brief in December 2013 recommending county boards of education, school districts and community partners take action to ensure their local accountability plans address chronic absence. For the first time, school districts across California will be required to monitor and address chronic absence as a part of the new Local Control and Accountability plan prescribed under the Local Control Funding Formula (LCFF). Chronic absence is defined as a student who misses 10% or more school days for any reason, including excused or unexcused absences and suspensions throughout an academic year.

In the article there are detailed recommendations for how schools can put a plan in place and details about local resources available. To read the full article, please visit: <http://www.attendanceworks.org/wordpress/wp-content/uploads/2013/12/Accountable-For-Attendance-FINAL1.pdf>

What Afterschool STEM Does Best: How Stakeholders Describe Youth Learning Outcomes

The Afterschool STEM Outcomes Study provides a framework for how individual programs can connect STEM learning outcomes to their program goals. In the article there are outcomes, indicators, and sub-indicators identified by participants in the study as the afterschool field's contribution to STEM learning. These outcome measures are a positive step towards articulating the impact of afterschool STEM programs. The continuing challenge is to develop tools and methods that can document outcomes without significantly interfering with the afterschool experience. For the full article, please visit:

http://www.niost.org/images/pdf/afterschoolmatters/asm_2013_18_fall/Pages%20from%20ASM_Fall2013-KrishnamurtiBevanRinehartCoulon.pdf

Computing and Engineering in Afterschool Issue Brief from Afterschool Alliance

This issue brief was released December 2013 by the Afterschool Alliance highlighting the demand in STEM careers, especially computing and engineering, and how afterschool programs can engage students to increase their interest in STEM. The gap in bachelor's degrees being awarded in computing is increasing and there is a significant underrepresentation of women and minorities in engineering. Researchers have found that middle school students interested in STEM is a better indicator than academic achievement of whether a student will graduate from college with a STEM degree. Out-of-school time programs generally have fewer constraints (e.g. curriculum, funding) and more flexibility than schools to fit in computing and engineering and serve populations identified as underrepresented. There is also less pressure for students to perform since projects are not graded and programs can tailor them to relevant issues in communities and student interests. The hands-on experiences provided by engineering challenges can be very attractive to youth because it allows for them to apply science and math concepts in a tangible manner. Fostering student's exploration of STEM is becoming vital for the economy and afterschool programs may be the fastest way to reach students. The article addresses how afterschool programs are reaching out to K-12 youth to engage them in STEM and specific statistics about student participation in STEM. To read the full article, please visit:

http://afterschoolalliance.org/issue_62_comp_engr.cfm

Events and Trainings

STEM NPASS Training Project

There are upcoming opportunities to incorporate a dynamic computer science curriculum in middle school afterschool programs. CalSAC will be launching the new Afterschool Computer Science Educators (ACSE) project in 2014 and enrollment will begin in January. There are three different STEM related programs being offered for STEM afterschool programs and more information will be announced this month. Please visit the site to learn more: <https://calsac.org/projects/stem>

For questions, contact Zak Parpia at zparpia@calsac.org or call 510-444-4622 ext. 103.

Free Trainings Are Now Available Through June 30, 2013 or Until Funds Have Been Exhausted

Due to the generous funding from the California Department of Education, Child Development Division, free onsite trainings are available to programs in all counties through June 30, 2014 or until funds have been exhausted. Please visit the link to access the 20 modules being offered and to request training:

https://calsac.org/training/browse_modules

If you have any questions, please contact Lionell Daggs at ldaggsiii@calsac.org or call 510-444-4622 ext. 105.

January 16: Expanded Learning Collaborative's Networking Coffee Klatch-Nutrition and Physical Activity

This month, instead of a networking brown bag lunch, TAP is hosting a coffee, muffins, and tip-sharing morning. The topic is the Expanded Learning Collaborative's Afterschool Quality Self-Assessment Section 9 - Nutrition and Physical Activity, which contains information about what quality nutrition and physical activity look like in an afterschool or summer program. The Sherman Sharks will be hosting the event and promise to provide concrete

ideas that can be used in programs. There will be many exciting health-related topics, including Zumba which you can learn more about at this link: <http://sfelc.org/get-ready-to-zumba/>

The coffee klatch will be at Sherman Elementary School from 10:00am-11:30am

Please RSVP using this link: <http://www.eventbrite.com/e/coffee-muffins-and-tip-sharing-qa-9-nutrition-and-physical-activity-tickets-7958679625>

January 23: Expanded Learning Collaborative's Workshop on Afterschool Quality Self-Assessment

How do you know if you are running a quality afterschool program? The Expanded Learning Collaborative's Quality Self-Assessment (QSA) can help you identify your program's strengths and weaknesses so that you can start working on making your program even better. For more information and to register, check out <http://sfelc.org/elc-tap-trainings-and-events>. Lunch will be served.

Jan. 31 & Feb. 1, 2014: Bridging the Bay Conference

The 5th Annual Bridging the Bay Conference will be held on January 31 and February 1, 2014 at Balboa High School in San Francisco. Regular registration is going on from now until January 16, 2014 and the late registration is from January 19th to January 25th, 2014. You can register by going to <http://pdp.ACOE.org>, search for # PD2933.

The Bridging the Bay Conference brings together over 500 after school professionals from seven Bay Area counties for two days of learning, networking and collaboration. The conference features a rich selection of workshops designed for administrators, program coordinators, grant managers and front line staff. Please visit <http://bridgingthebay.blogspot.com/> for more information about the key note speaker and complete list of workshops being offered.

February 4th CA STEM Summit- Registration Currently Open

Hosted by the California STEM Learning Network, the CA STEM Summit is the state's foremost gathering of leaders from Pk-12 formal/informal education, higher education, business/industry, government, and science-rich education institutions focused on STEM education. These stakeholders come together to advance a common agenda for increasing quality, equity and innovation in STEM education throughout California. The 4th CA STEM Summit theme is Engineering Action for Change- looking at the major systemic changes currently underway in California education. Please visit <http://www.castemsummit.com/> for more information and contact cslnetsummit2014@cslnet.org or (415)315-1726 with any questions.

February 5th: Expanded Learning Collaborative's Brown Bag Networking Lunch on Community Partnerships and Collaboration

This month's topic is the Expanded Learning Collaborative's Afterschool Quality Self-Assessment Section 3 - Community Partnerships and Collaboration!

Bring your lunch and join us to network with your peers and learn about promising practices for afterschool and summer programs. Each month we will meet at a different host location to hear about how the host is implementing quality program elements as mapped to the Expanded Learning Collaborative's Quality Self-Assessment. After the presentation, continue enjoying your lunch while you meet and talk with program providers from across the city to share ideas, learn about resources, and get inspired. Please RSVP using this link: <http://www.eventbrite.com/e/brown-bag-networking-lunch-qa-3-community-partnerships-collaboration-tickets-7958731781>

February 6: Expanded Learning Collaborative's Workshop on Summer Quality Self-Assessment

Summer isn't only about fun and games! Come to this fun and game-filled workshop to learn about how to identify the elements that can make your summer program a place that also builds skills, helps young people grow socially, and develops confidence and connections for all involved. For more information, please visit: <http://sfelc.org/elc-tap-trainings-and-events/>

February 8: SF Child Care Provider's Association 8th Annual ECE Leadership Conference, "Improving Quality and Expanding Access"

The San Francisco Child Care Providers Association & Family Child Care Association of San Francisco is sponsoring the 8th Annual ECE Leadership Conference on "Improving Quality and Expanding Access". Some of the workshops will include hands-on science activities, stress management, advocacy for child care, kindergarten readiness and working with staff/colleagues. The conference is on Saturday, February 8, 2014 from 8:00am until 3:00pm at the Sheraton Fisherman's Wharf Hotel (2500 Mason St, San Francisco, CA 94113).

Registration will be available the week of January 13th and can be found on the [SF Child Care Provider's Association](#) site.

February 19: Expanded Learning Collaborative's Workshop on Alignment and Linkage to School Day

Come learn about Creating a Successful Homework Center, Tips to Pass on to Tutors, Supporting the Common Core - and more! In this workshop you will learn how to use tools from the ELC Resource Guide's chapter on Alignment and Linkage to School Day (Chapter 4), a chapter filled with tools that will help you improve your program's academic components.

The Expanded Learning Collaborative's revised Resource Guide is a handbook filled with information on how to improve any and all aspects of your afterschool or summer program. Join us to learn how to use the guide to make improvements in your program that you can implement right away! This workshop is appropriate for both staff working directly with youth, and for program managers/coordinators. Lunch will be served!

Please RSVP through this link: <http://www.eventbrite.com/e/resource-guide-workshop-alignment-and-linkage-to-school-day-tickets-7958495073>

Feb 28-March 3: National After School Association Annual Convention 2014

Join afterschool professionals from all over the country for the largest gathering of learning and connecting in the afterschool field. The National After School Association Annual Convention takes place at the New York Hilton in Midtown NYS from February 28 to March 3, 2014.

This year's highlights include:

- Over 100 engaging and innovative workshop sessions using experiential and inventive facilitation techniques
- An "Innovation Stations" poster showcase of unique afterschool projects
- An exciting exhibit hall full of businesses, nonprofit organizations, and schools
- Multiple engaging networking opportunities via morning coffees and organized opportunities to explore New York together
- A NYC Scavenger Hunt

Please visit <http://naaweb.org/convention> for more information and contact info@naaweb.org with any questions.

March 8- San Francisco Summer Resource Fair

The San Francisco Summer Resource Fair will take place at Balboa High School on March 8, 2014 from 10:00am until 2:00pm. The Summer Resource Fair is the City's largest free showcase of summer camps, classes, presentations and teen programs for families. The fair is an opportunity for families to meet face-to-face with representatives from nearly 200 organizations offering summer programs and they can attend free workshops related to summer, such as summer learning loss and teen opportunities.

The fair is free to attend and is hosted by DCYF, SFUSD, and the San Francisco Recreation and Parks Department. Please mark your calendar and visit the flyer for the event for more information:

<http://www.dcyf.org/modules/showdocument.aspx?documentid=1843>. An email invitation was sent on January 6 to organizations that have participated in the fair in previous years. If your organization has not participated in the past and would like to this year, please email Emily Davis at edavis@dcyf.org.

March 14, 2014- Summer Learning Conference

The 2014 Summer Learning Conference will give you the opportunity to redefine summer with activities that are active, collaborative, meaningful, support mastery and expand horizons. The goal of the conference is to raise awareness about summer learning and to empower you to provide the highest quality program possible. This conference is a part of San Francisco's commitment to supporting summer quality citywide and is being hosted through a partnership between multiple organizations, including DCYF, SFUSD, the Expanded Learning Collaborative, Partnership for Children and Youth, and other stakeholders. This conference is open to anyone operating a summer program in San Francisco.

Please provide your feedback by January 17 at 5pm for the planning of the conference.

Please click on the following link to provide feedback if you supervise a program or staff:

<https://www.surveymonkey.com/s/SummerConference2014-Supervisors>

Please click on the following link to provide feedback if you work directly with youth as a camp counselor, program leader, coach, etc: <https://www.surveymonkey.com/s/SummerConference2014-ProgramStaff>

More information about the conference is coming soon; please check the [sfelc.org](http://www.sfelc.org) website for updates.

April 29-May 2, 2014: Boost Conference

From April 29th-May 2, 2014 join the Best of Out-of-School Time Conference (BOOST), the nation's largest, most recognized and comprehensive conference for after school and out-of-school time professionals. It is set in a retreat-like atmosphere in Palm Springs, CA and provides a rejuvenating experience for boosting the direction for quality programming. This conference will feature: 125 workshops, the latest OST trends in research, in depth learning sessions and many more educational opportunities.

For **more information** and to **register** please visit: <http://www.boostconference.org/>

May 9, 2014: Summer Matters Staff Conference for Line Staff

(Description to Come in March Newsletter)

May 12-May 13: CA Afterschool Challenge

This event aims to educate and inspire professionals, youth, and parents in afterschool and school-age care programs to engage in grassroots advocacy to advance the out-of-school time field. The event includes a full day of training and networking that culminates with legislative visits and a rally at the State Capitol. Participants will learn about issues impacting the OST field and educate legislators about programs from firsthand experience.

For more information, please visit www.calsac.org and contact Zak Parpia with any questions at zparpia@calsac.org or 510-444-4622, ext. 103.

Hands On STEM Training

The National Partnerships for After School Science (NPASS) STEM Professional project offers training to OST programs interested in engaging program staff in leading and high quality hands on STEM. Over the course of 5 months, a CalSAC STEM trainer will lead 3 training workshops for program staff. Staff are either placed in a cohort with other OST program leaders in the community or programs may choose to create their own cohort.

For the complete description and more information about the training packages available, please visit:

www.CalSAC.org/projects/STEM. Please contact Zak at zparpia@calsac.org or 510-444-4622 x103 with any specific questions.

Reports and Resources

Putting Summer to Work Reports from CalSAC

The Summer Matters campaign recently released three reports that explore the impact of high quality summer learning programs on students and teachers in six communities across California. The reports demonstrate summer is an essential time for districts and community partners to support student learning, especially for

students from low-income families and English language learners. The reports utilize data from surveys, focus groups and program observations in the summer of 2013 to help leaders and program providers understand strategies to meet priorities around Common Core preparation, student's social and emotional growth, and teacher and staff development. The three reports are titled: *Getting a Head Start on the Common Core*, *Teaching Kids How to Succeed in School* and *A High Impact Training Ground for Teachers and Staff*. To download the full reports, please visit <http://summermatters2you.net/putting-summer-to-work/>

California Afterschool Network Campaign for Quality

The California Afterschool Network's Campaign for Quality aims to improve afterschool program quality through sharing their promising practices described in their Quality Self-Assessment tools. The campaign recently launched a series of videos that highlight each of the 11 sections of the QSA tool and the 5 sections of the High School QSA Rubric. The 3-5 minute videos are intended to be used as meaningful conversation starters with afterschool program stakeholders on program quality and to start a plan for continuous improvement. The videos and related QSA resources can be found at: <http://www.afterschoolnetwork.org/campaign-quality>

Resources about Common Core Initiative in CA

The Silicon Valley Common Core Initiative has a general page with resources about common core in California. This is a general resource about the common core standards, how it is being applied in California, how it is being implemented, related news and resources for parents and teachers. Please visit this source at: <http://www.siliconvalleyccf.org/content/common-core/resources>

California After School Resource Center Free Online Trainings

The California After School Resource Center has various free 30-minute modules focused on furthering professional development of staff and providing students with engaging and effective programming afterschool. You can also earn a certificate when you complete each of the training modules to document your professional development. The training modules are organized into five categories: Academics, California Health Education Content Standards, Health and Safety, Physical Activity, and Nutrition. All of the online trainings are free and available 24 hours a day, 7 days a week. To access the trainings and a promotional flyer to distribute to staff, please visit <http://www.californiaafterschool.org/onlinetraining>

Funding Opportunities

Deadline January 27, Youth Career Connect Grants

The Youth Career Connect Grants aim to prepare high school students for college and future careers through restructuring the curriculum to focus on career opportunities for students. The aim is to also build relationships with universities and employers to supplement classroom instruction. There are six core: Integrated Academic and Career-Focused Learning, Employer Engagement, Individualized Career and Academic Counseling, Work-Based Learning and Exposure to the World of Work, Program Sustainability, and Program Performance/Outcomes. The deadline for the application is January 27 at 4pm. For more information about the grant, please visit this page: http://www.doleta.gov/ycc/pdf/Youth_Career_Connect_SGA_13-01.pdf

Deadline: Feb 1 & June 1, Learning and Leadership Grants from NEA Foundation

The NEA foundation provides grants to support public school teachers, public education support professionals and/or faculty and staff in public institutions of higher education. The grant is for one of the following purposes: grants for individuals fund participation in high-quality professional development experiences (e.g. summer institutes, action research) and grants to groups fund collegial study, lesson study or mentoring experiences for faculty or staff new to an assignment. Grants will fund activities for twelve months from the date of the award. Applications are reviewed 3 times per year and upcoming deadlines are: February 1, June 1, and October 15. For more information and to apply, please visit: <https://www.neafoundation.org/pages/learning-leadership-grants/>

Deadline: February 14, 2014, 2014 New York Life Excellence in Summer Learning Award (\$10,000)

New York Life and the National Summer Learning Association (NSLA) have teamed up to sponsor the Excellence in Summer Learning Award. Three gold-level winners will be awarded \$10,000 each for their high quality summer learning program. They will also be invited to participate in NSLA conferences, increased publishing opportunities, media opportunities and professional networking for staff. All applicants will be recognized publicly and provided with feedback about the strengths and weaknesses of their summer learning programs. For more information and to apply, please visit: http://www.summerlearning.org/?page=excellence_summer and please contact Larry Smith with any questions about completing your application lsmith@summerlearning.org.

Deadline: Feb 7, 2014 Kindergarten to College Family Engagement and Outreach RFP

The San Francisco Office of Financial Empowerment is accepting applications from organizations and collaboratives interested in providing family engagement and outreach services to promote the Kindergarten to College program to families with existing K2C accounts in SFUSD. The K2C program is seeking to identify and support partner organizations to serve as the main point of contact for K2C outreach in target neighborhoods/schools or in reaching priority communities. Applicants must have 501(c)(3) status, have strong existing connections/partnerships with schools in the SFUSD, and have a proven track record of working with families. Please submit your application proposal by email to Annie.liu@sfgov.org, Annie Liu, Kindergarten to College Outreach Coordinator.

[Signing up for the Expanded Learning Collaborative Newsletter](#)

If you received this newsletter, you are already on the distribution list.

If you know someone who would be interested in the work of the Expanded Learning Collaborative, please forward them this link to sign up for the newsletter:

<http://sfelc.org/about-expanded-learning-collaborative/newsletters-2/>

If you were forwarded the newsletter and would like to unsubscribe, reply to this email with “unsubscribe” in the subject line.