

CHECKLIST

Thank you participating in the Child Care Works Campaign. In order to complete the form that will be used to create your economic impact tool, you will need some information readily available. **Please note that all information collected to develop the tool will be kept confidential.**

Below are the likely **sources** of information that you will need to fill out this form:

1) Enrollment Records

- Number of Children
- Number of Families
- Number and Type of Parents (teen, working, education/training)

2) Employment Records

- Number of Staff Employed

3) Income Tax Forms and Accounting Records

- Wages and salaries paid
- Expenses paid (rent, benefits, utilities)
- Taxes paid (employment, business, sales, income, etc)
- Revenue received
- Number of local businesses that you use

For more information or if you have questions, contact:

Community Engagement Team

advocacy@actforchildren.org or 773-564-8843