

Task: Requesting the use of Parent Activity Funds

Task	Person Responsible	Date to be Completed
1. Remind parents of the availability of the Parent Activity Fund.	Family Advocate	First Parent Committee Meeting
2. Ensure applying for the Parent Activity Fund is included under new business on the Parent Committee Meeting Agenda.	Family Advocate	No later than Nov. Parent Committee Meeting
3. Discuss ways to use the Parent Activity Fund and vote on an appropriate educational event or activity.	Parent Committee Members	No later than Nov. Committee Meeting
4. Ensure the discussion and vote are recorded in Parent Committee Meeting Minutes. (Accurately!)	Family Advocate	Time of meeting
5. Assist Parent Committee Chairperson with completing a Parent Activity Fund Request. Have CP Sign Note: One request is required per activity, not classroom	Family Advocate	Immediately after meeting
6. Indicate on the form the method of payment.	Family Advocate	Prior to submitting
7. Submit the completed and signed Parent Activity Fund Request with attached minutes to the Family Services Manager	Family Advocate	As soon as completed
8. Review and approve or disapprove the Parent Activity Fund Request. If approved, prepare to be presented at Policy Council for approval.	FS Manager	Day request is received
9. Complete a purchase order request for the funds once approved by PC.	FS Manager	Day request is received
10. Review and approve the purchase order.	Director	Day request is received
11. Submit approved Parent Activity Fund Request, purchase order, and attached minutes to the Director	FS Manager	Day request is received
12. Forward to Agency Finance Department for payment.	Director	Day approved request is received
13. Inform FA once PAF is approved.	FSM	ASAP

Task: Requesting the use of Parent Activity Funds (con't)

Task	Person Responsible	Date to be Completed
14. Collect and submit receipts for Parent Activity Fund expenses to the Family Services Manager.	Family Service Manager	Before or within 30 days of event
15. Submit parents activities request with invoice. Agenda with minutes to Director along with Purchase Order.	Family Advocate	Within 5 days of event
16. Keep a record of encumbrances and actual expenditures of Parent Activity Funds.	FS Manager	As soon as completed