

**Collaborative Center and EHS Center-based Plan for Family Engagement Events, Workshops, Parent Meetings**

**and Parent Advisory Meetings**

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| --- | --- |
| **Center / Teacher:** |  |
| **FSS:** |  |
| **Engagement Activity:** |  |
| ***Event location OR is this a virtual event?*** |  |
| **Time/Date**: |  |
| **Coordinator approval for Engagement Activity:** |  |
| **Use this form for all Family Engagement Events, Parent Meetings/Advisory, and Workshops using parent funds.**  **You must choose an activity from our parenting Curriculum**: *Your Journey Together or Building Your Bounce and include a small literacy activity, such as a nursery rhyme, finger play or chant.*  **Circle the Family Engagement Outcomes that will be addressed:**  *Positive Parent-Child Relationships*  *Family Well-being Families as Lifelong Educator Families as Learners Family Engagement in Transitions Family Connections to Peers and Community Families as Advocates and Leaders*  **Circle resources that will be used:** *Your Journey Together Building Your Bounce e deca For Now and Forever booklets Conscious Discipline Circle of Security Theraplay Mindfulness activities/Mind Yeti ReadyRosie GOLD Data Talk, Protect and Report bookmarks*  **List expenses/charges below. CC Teacher/FSS discusses plans with their coordinator. Describe your plan below, including what School Readiness Skills will be of focus:** | |



|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Vendor** | **Amount** | **Balance** |
|  |  |  |  |
|  |  |  |  |
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**Copies: FSS/Coordinator saves originals & emails to supervisor, Collaborative and EHS Center-based Manager.**

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**Receipt Process & Allowable Purchases**

**Allowable costs and purchases for Family Engagement Events, Parent Meetings/Advisories and Workshops:**

* **Family Engagement Events** - ***$60 allowed per program for each event***
* **Parent Meeting/Advisory** – ***$30 allowed for food and water/beverages.***
* **Workshops** – FSS may spend $40 per workshop but will spend less with low rsvp numbers.
  + Workshops will focus on attachment-based parenting skills and resiliency – Your Journey Together (YJT), Building Your Bounce, For Now and Forever Booklets, Conscious Discipline, Circle of Security, Theraplay, Mindfulness, Ready Rosie. You may also use the Talk, Protect and Report bookmarks (Sexual abuse awareness and prevention) to facilitate discussion about what is highlighted on the bookmarks.

**Other allowable purchases**:

* 1 Gas Card for enrolled families that attend
* Food and water for event
* Items related to supporting the curriculum
* Safety items (carbon monoxide detectors, fire extinguishers, smoke detectors)
* Supplies related to the training itself
* Books

**Parent Fund Codes and receipts for expenses and charges:**

* **Type your specific program code in your expense sheet and write your program code on the reimbursement and vendor charge receipts.**
* **HS Collaborative Centers Parent Fund Code: 624-30-4540-99**
* **EHS Collaborative Centers and NMCAA EHS Center-based Fund Code: 632-30-4508-99**
* **For Blue Fish Fund Code: 630-30-4508-99**
  + **Receipts** **for reimbursement**: Scan together, in the same direction as one attachment and email these to your supervisor with your expense sheet. **Not to the business office.** 
    - Write your name, center location, the type of Family Engagement/Workshop/Meeting/Advisory or event, your specific parent fund code and the date submitted at the top of each receipt.
  + **Charge account receipts:** Scan together, in the same direction as one attachment.
    - Write your name, center location and the type of Family Engagement/Workshop/Meeting/Advisory or event, the specific parent fund code and the date submitted at the top of each receipt.
    - Scan the **charge account** receipts and email to the [businessoffice@nmcaa.net](mailto:businessoffice@nmcaa.net) with your name and the center name in the subject line. CC Supervisor.

**Each item purchased must have a specific name**. (If the receipt says, “Great Value $2.99,” write in the name of that food item. **Farmer’s Market Purchases**: Write the specific items purchased and the price of each different item.

**Parent Sign in:**

* + Scan/email to DMT/ Chris Welton with your name and the center name in the subject line.

**Workshops**: Clearly itemize Head Start and EHS families on the sign in.

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