

SITE:

Format (parent/child interaction, parent/parent interaction, guest speaker, other):

Topic/Purpose:

Ages:

Umatilla Morrow Head Start

Parent Meeting / Executive Meeting Planner

(must be completed each month and turned in with month end report)

This report must be completed **prior to** each center meeting, whether a regular parent meeting, a meeting of the executive officers or both. This form should be completed by the Team Leader. In the full day sites where there is no Team Leader, the Family Advocate is responsible to complete this form. The completed form is then routed to the Family Services Director, with a copy of the invitation/flyer used to notify parents, the agenda and the minutes/notes.

Parent Meeting Planner:

Date/Time: _____ Title of the Meeting (make it catchy!): _____

Location/Room arrangements: _____

Child care arrangements (must be at least one adult and teens must be 16 or older):

Resources Needed:

Parent Handouts:

Videos:

Materials (list what's needed for entire meeting):

Process:

- I. **Welcome** (Rapport-building)
 - a.
 - b.
 - c.
 - d.

- II. **Observation** (At **some** point during the meeting, help parents become good observers of their children. Build in opportunities for parents to practice observing, share previous observations, or make plans to observe specific skills and behaviors after the meeting.)
- III. **Discussion** (Incorporate, as appropriate, child development and parenting information)
- a.
 - b.
 - c.
 - d.
- IV. **Activity** (parent/child or parent/parent)
- a. **Rationale. Tell parents why these activities are important**
 - i.
 - ii.
 - iii.
 - b. **Directions/Lead-in questions**
 - c. **Activity**
 - i.
 - ii.
 - iii.
 - iv.
 - v.
- V. **Closing** (Summary-discussion/reflections, observations, homework, suggestions):
- a.
 - b.
 - c.
 - d. Feedback

Attendance:

Number of Parents: _____ Number of Families: _____ Number of Men: _____

What planning was done to increase participation of fathers and male role-models?

Next Meeting Date: _____ Parent Meeting or Executive Meeting (circle one)

Next Meeting Topic: _____

Executive Meeting Report:

Date: _____ **Purpose of Mtg:** _____

Executive Committee Members present: _____

Agenda/Discussion topics:

- a.
- b.
- c.
- d.
- e.

Number of Executive Committee Members Present: _____

Next Meeting Date: _____ Topic of Next Meeting: _____

Reminder: Attach invitation/flyer, agenda, meeting minutes/notes