

Umatilla-Morrow County Head Start Parent Activities Policy

POLICY:

Umatilla-Morrow County Head Start depends on community support and appreciates the efforts of parents involved in activities. Parent activity events accomplish a few objectives. First, they increase the parent activity funds for centers, and they increase community awareness. Furthermore, parent activities can be a great deal of fun for parents and staff who are involved. It is important to be aware that parents and staff involved in activities are representing the program and need to remember the guidelines for parent activities.

PROCEDURE:

1. All centers must complete a Parent Activity Plan form and have it approved by Policy Council prior to the event.
 - ! Money from activities must be used for a specific purpose and be advertised as such.
 - ! All expected donations must be documented on the Parent Activity Plan form.
 - ! All advertising planned must be submitted with or explained on the plan for approval by the Director.
 - ! Parent Activities will not consist of the selling of candy or solicitations from businesses.
 - ! Parent Activity events will not be related to a holiday theme.
2. All money received from parent activities will be turned into the Operations Director within five working days of the activity.
3. Money from parent activities will be put into the center=s Parent Activity fund, but is considered Non-Federal/State funds.
4. Parent Activity money can be accessed by using the Request For Parent Activity Funds form.
5. All money from parent activities must be spent by May 17, funds not used after this date become general agency funds.
6. Non-Federal/State parent activity funds cannot be used to purchase anything that would not be allowable under federal regulations.
7. No Federal/State money can be used in support of a parent activity for the purpose of raising money.