

# Parent Fund Budget Planning Form

Center: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

At the beginning of each program year, parents participating in the Parent Center Committee have a discussion and vote on how to use their Parent Funds. All parents of enrolled children at your center are members of the Parent Center Committee and are encouraged to be a part of the planning and decision-making process.

Below are some ideas to aid in the discussion based on the allowable categories for expenditures (see [Parent Fund Procedure](#) and the [Parent Fund Policy](#).) Your Family Advocate/Educator, Family Support Specialist, or Home Visitor can help you answer the questions. When completed, this document must be signed by your center Policy Council Representative or a Parent Center Committee Representative and be kept in your center [Family Engagement Notebook](#).

Total Budget for Parent Funds: \$ \_\_\_\_\_

Funds are being used as follows (check any category that applies and list amount):

Category	Amount
<input type="checkbox"/> Child Care for parents participating in family events/activities	
<input type="checkbox"/> Food provided at family events/activities	
<input type="checkbox"/> Supplies and materials	
<input type="checkbox"/> Speakers and Trainers	
<input type="checkbox"/> Transportation expenses for parents participating in family events/activities	
<input type="checkbox"/> Admissions/fees for community family events/activities	
<input type="checkbox"/> Other:	

How did your parent group decide on these events/activities and expenses?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What outcomes do parents hope to achieve based on the above plans and budget decisions?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I confirm that the above budget was decided upon and approved by the Parent Center Committee.

Policy Council Representative or Parent Center Committee Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_