

# Parent Fund Budget Planning Form



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

Date: \_\_\_\_\_ 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 Procedures 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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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: \_\_\_\_\_

### **Related Documents:**

*Parent Fund Policy*

*Parent Fund Expenditure Report*

*Parent Interest Survey*

*Planning Family Engagement Opportunities, Events, and Activities Guidance*

*Parent Center Committee Guidance*