

# **Federal Programs Department**

## **Parent and Family Engagement Guidelines**

When expending Federal Funds for Parent and Family Engagement supplies and refreshments, keep in mind that Parent and Family Engagement is engaging parents and family members in activities that improve the academic quality to ensure success and improve achievement for all students. Make sure proper supporting documentation is submitted:

### **Parent and Family Engagement Meetings Supplies/Refreshments:**

**Supplies and refreshments** are for building the parent and family engagement program through meetings and/or activities with parents and family members to improve academic achievement for all students. Refer to Refreshments/Snacks Guidelines.

#### **Supporting Documentation**

- Flyer/Invitation/ Communication to parents
  - Parent Meeting Agenda (must state eligible program/activity)
  - Copy of Parent Meeting Sign-in sheet(s)
  - Copy of Parent Meeting Evaluations (at least 3)
  - Description of Make and Take activity with supply list (if applicable)