1. **Activity Detail**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before the Event**

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Invitations to Parents**

 Number of Invitations to be Sent: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ (Planning Number - \_\_\_\_ )

 Method (check all that apply): \_\_\_\_\_\_\_\_\_ paper (home w/ students) \_\_\_\_\_\_ Phone Message

 \_\_\_\_\_\_\_\_\_ email other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Activity Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Check PO Complete | Vendor | Items to be Purchased | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Cost for Activity |  |

*\*\*\*Original receipts for activity items ONLY required for reimbursement\*\*\**

1. Principal Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
2. Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_

1. **Activity Follow-Up** - Submit the following items electronically to appropriate parent involvement Title I Crate location at the conclusion of activity:
2. Scan or Uploaded Copy of Invitation (keep all returned invitations on file at the school)
3. Document Number of RSVPs received and attendance total on Invitation (1.)uploaded to folder

*(Will attend \_\_\_\_\_ Will Not Attend \_\_\_\_ No Response \_\_\_\_)*

1. Agenda/Program
2. Parent Sign-In Sheets

**After the Event**

1. Parent Involvement Evaluation Form Results (word document summarizing results saved as PDF and uploaded to Crate)

*Please submit this to Title I Family Engagement Crate folder when complete. Keep original on file at school.*

*File names should be formatted as follows: schoolname\_parent involvement request\_17-18*