Community Action of Southeast Iowa

Head Start/Early Head Start

***PACT (Parents & Children Together) Activity/Events Request Form***

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PACT Activity/Event Details***

|  |  |
| --- | --- |
| **Date:** | Month: \_\_\_\_\_\_\_\_\_\_ Day: \_\_\_\_\_\_\_ |
| **Time:** | Starts @ \_\_\_:\_\_\_ Ends @ \_\_\_:\_\_\_ |
| **Activities:** |  |
| **How Were Parents Involved in Planning** |  |

***Parent Notification/Reminder Checklist***

(How will parents be notified and/or reminded of the PACT Activity/Event?)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Family Development Specialist | | Teacher | |
|  |  | Date |  | Date |
| Notification of Event | Flier or Letter |  | Newsletter or Calendar |  |
| Facebook Post |  |
| Text Message |  |
|  |  |  |  |  |
| One Week Reminder Before | Facebook Post |  | Posting on Door |  |
| Text Message |  | Sign by Sign-in Folder |  |
|  |  |  |  |  |
| Day Before Event | Facebook Post |  | PACT Day stickers |  |
| Text Message |  |
| Reminder flier to bus monitors |  |

\* Please note: notifications ***AND*** reminder notices are important.

***Reminders:***

* If any purchases need to be made for the activity/event, a Purchase Order must be attached.
* Submit completed Request Forms to Central Office for review and approval ***at least 10 business days*** before the activity/event is scheduled.
* Submit attendance sign-In sheets to the Administrative Coordinator after the event occurs.

***Central Office Approval***

|  |  |  |
| --- | --- | --- |
| **Coordinator Approval** | **Initial or Signature** | **Approval Date** |
| Education Coordinator/Manager |  |  |
| Family Services Coordinator |  |  |
| Health Services Coordinator (if applies) |  |  |