Monthly Parent Committee Checklist

Site Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Scan items to the FCP team within five (5) days of your parent committee meeting. Please place items in order.

* Three Parent Committee Meeting Notices
  + 1st notice
  + 2nd notice
  + 3rd notice
* Agenda
  + Name of parent training/video shown at parent meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Committee Minutes
  + Staff signature
  + Chairperson/parent signature
* Copy only 1st page and scan the handouts, trainings, brochures and information given out at meeting
* Sign in sheet

I have placed these items in the Parent Involvement Notebook (PIN).

FSW Signature Date