



Title I

Parent & Family Engagement Activity Pre-Approval Form

School Name: _____ Activity Date: _____

Activity Title: _____ Activity Time: _____

Activity is listed in the Comprehensive Needs Assessment and Parent & Family Engagement Plan. Yes No

Activity agenda is attached Yes No

Learning Objective for Parent/Family:

Parents will: _____

Florida Standards aligned to the activity: _____

Describe at-home learning extension aligned to this activity: _____

School personnel responsible for activity: _____

Names of school personnel presenting activity: _____

Estimated Costs of Workshop/Activity:

- 1. Consultant (*district consultant agreement required*) \$ _____
- 2. Teacher Stipends for Presentation (# teachers ____ x # hours ____ x \$20) _____
Fringe for teacher stipends (*total stipends x SSI @ 7.65%*) _____
- 3. Teacher Stipends for Child Care (# teachers ____ x # hours ____ x \$20) _____
Fringe for teacher stipends (*total stipends x SSI @ 7.65%*) _____
- 4. Activity Presentation Materials (*see attached materials pre-approval form*) _____
- 5. Food (*not to exceed 10% of PFE allocation allowed for the year*) _____
- 6. **Activity Total** _____

** Pre-Approval of these goods and services by Title I does not constitute approval by the Purchasing Department. The order for goods and services is only approved and authorized after the Purchasing Department reviews the Skyward requisition and any attachments, AND then issues a PO. Orders placed before Purchasing's approval violates Board policy and State statute, as well as, Federal rules and regulations.*

Lead Teacher Signature / Date

Principal Signature / Date

Title I Director Signature / Date