

DOÑA ANA COUNTY HEAD START

PARENT ACTIVITY PROPOSAL

This form must be completed for all parent activities whether a purchase request is needed or not. Submit form 15 days prior to activity for approval.

Date: _____ Center: _____

Parent requesting activity (if applicable): _____

Activity: _____

Will there be a Speaker/Presenter? _____ Who is it? _____

Topic to be presented: _____

How many parents do you anticipate? _____ How Many Children? _____

Will child care be provided? _____ By whom? _____

Will the activity require:

Table with 4 columns: Item, Yes, No, and If yes, explain. Rows include Refreshments/Snacks, Cups, Plates, Napkins, Spoons, Knives, Forks, Additional equipment & supplies needed, and Transportation Needed.

- If the answer is YES, a purchase request must be attached requesting the supplies needed.

What child care activity has been planned: _____

This request is submitted by: _____ Date _____

Approved _____
Not Approved _____

Signature of Reviewer _____ Date _____