

**SEQUATCHIE VALLEY HEAD START**  
REQUEST FOR PARENT ACTIVITY FUND CHECK OR PURCHASE ORDER  
(NOT FOR USE FOR GENERAL PROGRAM NEEDS)

Center: \_\_\_\_\_ or Agency wide activity: \_\_\_\_\_

Date submitted to Policy Council or F.C.P. Mgr: \_\_\_\_\_

1. Please describe or check the type of activity for which this request is made:
- fees for a local speaker to provide training in a topic area the parents select
  - seed money for a parent directed fundraising project (requires strict audit compliance)\*
  - field trip for parent group (educational)
  - field trip expenses to allow all parents in a center the opportunity to attend/plan an educational field trip (approved by Program Management) with the children.  
"It should be noted that the restriction on expenditures applies to activities which are solely for entertainment." 45CFR, Part 74, Appendix F
  - other (includes agency-wide events)

2. Please furnish in detail the following information about this request:  
Description of purchase or service: \_\_\_\_\_

Number of parents involved in planned activities: \_\_\_\_\_

TOTAL AMOUNT OF REQUEST.....\$ \_\_\_\_\_

3. Name and address to be used on this check or p.o.:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Unless noted, check or p.o. will be sent to the center. \_\_\_\_\_

I certify that this is a planned legitimate expenditure from the Parent Activity Fund. The Official Parent Meeting or Policy Council minutes of \_\_\_\_\_ indicates approval.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT MAKING REQUEST

We certify that the above was approved by Policy Council or meets criteria for staff/chair approval.

\_\_\_\_\_  
APPROVAL DATE

\_\_\_\_\_  
Signature of Staff Verifying Approval

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Policy Council Chair or F.C.P. Mgr

NOTE: \*Use of fund raised money that did not involve federal funds/staff involvement requires bookkeeping procedures that satisfy needs of parent group only. Federal funds, if used for part of activity, result in numerous audit demands and must be used by December 31. Note that training is available. Part of the proceeds of a fund raiser become assets of the Agency based on Indirect cost rate if staff/federal funds are involved.