

FSW/A Program Compliance Monthly Deadlines 2018-2019

<u>August</u>	
8/8/18	Pre-Service Supply receipt
8/31/18	<u>In Kind must be entered</u>
8/31/18	Parent Training Orientation Agenda - Agendas provided in parent orientation packet should be used
8/31/18	Parent Training Orientation Minutes - Must include transportation/pedestrian safety - Must include that parent interest survey was discussed and handed out - Must include that <u>all</u> items in Orientation Packet were discussed
8/31/18	Parent Training Sign-In Sheets; Volunteer sign-in sheets
<u>September</u>	
9/3/18	FSW/A Daily Schedules
9/10/18	Parent Newsletter
9/28/18	<u>In Kind must be entered</u>
9/28/18	Parent Training Volunteer Agenda
9/28/18	Parent Training Volunteer Minutes - Minutes <u>Must include the FSW/A went over the following:</u> - Roles & Responsibilities of parent committee officers - Confidentiality power point - Standards of Conduct - Explained the Lending Library - Parliamentary Procedures - Results of parent interest survey - The parent training planning form - Election of officers - Demonstrated the proper handwashing techniques
9/28/18	Parent Training Sign-In Sheets; Volunteer sign-in sheets
9/28/18	Parent Training Plans
9/28/18	Parent Interest Surveys
9/28/18	Roster of Officers
<u>October</u>	
10/10/18	Parent newsletters
10/31/18	<u>In Kind must be entered</u>
10/31/18	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
<u>November</u>	
11/12/18	Parent newsletters
11/30/18	<u>In Kind must be entered</u>
11/30/18	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets

<u>December</u>	
12/10/18	Parent newsletters
12/19/18	In Kind must be entered
12/19/18	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
<u>January</u>	
1/10/19	Parent newsletters
1/31/19	In Kind must be entered
1/31/19	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
1/31/19	Submit amount of roundup supplies needed
Submit roundup dates to Program Compliance Coordinator and Program Compliance Administrative Secretary	
<u>February</u>	
2/11/19	Parent newsletters
2/28/19	In Kind must be entered
2/28/19	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
Submit roundup dates to Program Compliance Coordinator and Program Compliance Administrative Secretary	
<u>March</u>	
3/11/19	Parent newsletters
3/29/19	In Kind must be entered
3/29/19	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
Submit roundup dates to Program Compliance Coordinator & Program Compliance Administrative Secretary	
<u>April</u>	
4/10/19	Parent newsletters
4/15/19	Submit supplies needed for the 2017-2018 program year to Program Compliance Administrative Secretary
4/30/19	In Kind must be entered
4/30/19	Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets
Submit roundup dates to Program Compliance Coordinator and Program Compliance Administrative Secretary	
<u>May</u>	
5/10/19	Parent newsletters
5/31/19	In Kind must be entered
5/31/19	Transition Parent Training agendas, minutes and sign-in sheets; Volunteer sign-in sheets