

Family Gathering Documentation

Site/Caseload: _____	Date: _____
Topic/Activity: _____	Time: _____

Agenda	Minutes
Policy Council Report: <ul style="list-style-type: none"> ○ Share minutes, previous Policy Council information, share children’s book and learning activity 	
Site/Caseload updates <ul style="list-style-type: none"> ○ Calendar Changes ○ Updates ○ Recruitment materials distributed 	
Program Wide Opportunities Example: Parent Workshops	
Community activities/resource sharing Example: Community parks, food bank resources etc.	
Items needing approval <ul style="list-style-type: none"> ○ Parent Funds ○ Other: _____ 	
Planning for future Family Gatherings	

Adults sign in sheet on back of form.

Center Based: Originals to Family Services Program Manager, Copy in Family Notebook
 Home Based: Original to Family Services Program Manager.

