

## Parent Cafe Opportunity in Your Community

It is time to start thinking about parent engagement activities. Family engagement events can focus on school readiness, Conscious Discipline, attendance strategies, or any topic that will benefit the families in your area. The focus age group or groups must fall into the PreK-3<sup>rd</sup> grade range.

We would like to give each group of PLT members the opportunity to coordinate and facilitate a parent event in your community with Hub funding and some support. You can provide materials at cafes such as games, books, table coverings and handouts. You can provide lunch or dinner depending on the time of your activity. A great idea is to have child care present for children when the meal is finished. This will ensure a productive group discussion, without parents having to worry about their little ones.

### **Funding Requirements:**

- The Hub has a specific amount of funding designated for family engagement. This opportunity will be first come, first served.
- Erin and Kim must receive an estimated budget, a short paragraph description of your event, and the name of the school district or agency that will require reimbursement following your event. Then this information will be used to develop and MOU for the state and reimbursement.
- After your family event the IMESD must receive the required sign in sheet, an invoice for reimbursement, and any receipts that were acquired for the event. Please make sure this step is completed no later than June 12<sup>th</sup>.

The Hub staff has ideas for parent café activities. We would be happy to help facilitate and attend your event.

Below is a sample estimated budget for a café. Your total amount available is **\$1,200**

Category	Budgeted Amount	Description
<b>Supplies</b>		
Printed Supplies	\$ 50.00	Informational materials to distribute to families, invitations, and misc. printing needs
<b>Food</b>		
	\$ 250.00	Food and supplies to provide dinner for approximately 100 students and parents at \$2.50 per plate from Subway
<b>Incentives</b>		
family	\$ 420.00	Children's books and books for parents to read aloud. 70 books X \$6 per book
child	\$ 270.00	Educational activity items to take home after the CAFÉ \$4.50 per student
<b>Total</b>	<b>\$ 990.00</b>	

We cannot reimburse agencies for gift cards or any kind of gift item. Educational materials are fine.

Questions: Erin Bartsch at [ebartsch@umchs.org](mailto:ebartsch@umchs.org)

Reimbursement: Kim Thul at [kim.thul@imesd.k12.or.us](mailto:kim.thul@imesd.k12.or.us)