

**Name of Center/Group**\_\_\_\_\_

**Date of Meeting**\_\_\_\_\_

**BEFORE TURNING IN YOUR PARENT MEETING MINUTES**



HAVE YOU INCLUDED THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW?

\_\_\_\_\_Announcement(s)/Reminders(s) of meeting **[Required]**

\_\_\_\_\_Meeting minutes (Form 1159) **[Required]**

\_\_\_\_\_Sign in sheet (Form 1131) (*Be sure staff signed in*) **[Required]**

\_\_\_\_\_Parent Activity Fund Report (Form 1117) **[Required]**

\_\_\_\_\_A copy of the required Parent Training Chart showing all training requirements fulfilled this month. (Whether at Parent Meetings or elsewhere) (Form 1175) **[Required]**

\_\_\_\_\_Training Summary (Form 1130) [Where Applicable]

\_\_\_\_\_A sample of any handouts distributed to parents [Where applicable].

**Note: Please check off all applicable items and place this form on top of Parent Meeting minutes when they are turned in.**