



District School Number School Name

Parent and Family Engagement Plan Budget Template 2017-2018

PFEF Amount:

Date Submitted:

The budget should correspond with the Parent and Family Engagement Plan's Building Capacity.

Purchases should be supplemental, reasonable, allowable, and necessary.

The amendment periods for modifications are: September, November, and January.

The approved Parent and Family Engagement Plan and Budget must be posted in digital compliance, in the Family Engagement Area, and on the school's website.

The final date for encumbering is **March 30, 2018**.

Number of Workshops or Family Activities:

Elementary (2 every 9 weeks = Total 8); Secondary (1 every 9 weeks = Total 4)

*****The P-Card can only be used for Fund 48773 (Parent and Family Engagement Fund) for both non-food and food/food-related items.*****

This area (Childcare and Translators) works hand in hand with 6100/310 and 6100/390.

6100/160 & 6100/200 Salary & Benefits	Childcare (Specify name and date of events) Hourly rate = \$8.10; a PCF must be entered (NN75MA job code)			
	Translators/Translations (Specify name and date of events) Hourly Rate = \$10.00, a PCF must be entered (NN67 job code)			
	Benefits must be included in the amounts for Multiple Assignments at a rate of 16.3%			
		Name of Event	Date of Event	Amount
	1			\$0.00
	2			\$0.00
3			\$0.00	
4			\$0.00	
5			\$0.00	
6			\$0.00	
Total Cost for 6100/160 & 200			\$0.00	

6100/310	Vendors classified as professionals, i.e. well-known speakers, authors, etc.			
	Please confer with Policy and Compliance at 390-2111 if a contract is needed			
		Name of Event	Date of Event	Amount
	1			\$0.00
	2			\$0.00
	3			\$0.00
4			\$0.00	
5			\$0.00	
Total Cost for 6100/310			\$0.00	

6100/360	Software licenses for family's usage within current grant period July 1, 2017 to June 30, 2018.			
		Name of Event	Date of Event	Amount
	1			\$0.00
	2			\$0.00
3			\$0.00	
Total Cost for 6100/360			\$0.00	

6100/370	Postage for Family Mail outs (Specify name and date of events)			
		Name of Event	Date of Event	Amount
	1	Data and Donuts	Nov. 2017	\$0.00
	2	Parent Science Night Notifications	Dec. 2018	\$0.00
	3	Parent Math Night	Jan. 2018	\$300.00
	4	Parent Writing Night	Feb. 2018	\$300.00
5	FSA Parent Night	Mar. 2018	\$150.00	
Total Cost for 6100/370			\$750.00	

6100/390 Transportation for family (Specify name and date of events)			
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
Sub Total			\$0.00

6100/390 Printing for Family Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc. - Title I must review and approve all printing prior to being submitted to vendor			
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$0.00
Total Cost for 6100/390 (Non-food)			\$0.00

6100/510 Supplies for Family Workshops (provide detail list below / storeroom order form; All supply purchases & storeroom orders must be approved by Title I prior to the purchase being made or order being placed)		
Examples: Storeroom orders for family workshop(s) or supplies; copy paper; printer ink; pens; pencils; etc.		
	Item	Amount
1	Copy paper, chart paper, markers, pens, glue sticks, Ziploc Bags, Card Stock, scissors (used for	\$1,016.20
2		\$0.00
3		\$0.00
4		\$0.00
Sub Total		\$1,016.20

6100/510 Printing for Family Workshops (using District Print Shop) - Title I must review and approve all printing prior to being submitted to Print Shop		
	Item	Amount
Examples: Printing – i.e. family notices, flyers, handouts, etc.		
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
Sub Total		\$0.00

6100/510 Family Engagement Materials to include:			
Examples: Educational Materials for family to borrow that are purchased from a vendor (Specify vendor and items); board games, read-a-long books, parenting resources, books, etc.			
	Item	Vendor	Amount
1	LeapFrog LeapPad Glo Kids Learning Tablet (76.52 x 10= \$765.20)	Amazon	\$765.20
2	National Geographic Kid Readers	National Geographic	\$200.00
3			\$0.00
4			\$0.00
Sub Total			\$965.20
Total Cost for 6100/510 (Non-Food)			\$1,981.40

This section applies to Title 1 schools (current and new)

6100/640

Family Engagement Equipment /Furniture (for family resource room only)

Computer for Family Engagement Center/Family Resource Room (If entering PR, check bid list.)

	Item	Vendor	Amount
1			\$0.00

Printer/Fax/Scanner for Family Resource Room (If entering PR, check bid list.)

	Item	Vendor	Amount
1		Amazon	\$0.00

Furniture - chair, desk, bookshelf for Family Resource Room

	Item	Vendor	Amount
1			\$0.00
2			\$0.00
3			\$0.00

Sub Total

Total cost for 6100/640

\$0.00

\$0.00

The PCARD can be used for light refreshments and catering as described below

FOOD & FOOD-RELATED ITEMS

* According to FLDOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided. If meals other than light refreshments are served, a justification must accompany the PFEP.

*Cost for food must be economically reasonable.

* Events and funds can be listed in one or both areas below based on the type of food being purchased for the event.

* DCPS is tax exempt - Always contact vendor before making PCARD purchases.

* Gratuity is not allowed using Title I funds.

* No more than \$800 of the PFEP allocation can be used for food/food related items.

* Items cannot be purchased for children.

The commitment item 510 is for the purchase of refreshments & other items from the store(s) related to family engagement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")

6100/510

Family Engagement *light Refreshments* (Specify name and date of events):

	Name of Event	Date of Event	Amount
1	Parent Data and Donuts Night	Nov. 2017	\$0.00
2	Science Parent Night	Dec. 2017	\$0.00
3	Math Parent Night	Jan. 2018	\$30.00
4	Writing Parent Night	Fec. 2018	\$30.00
5	FSA Parent Night	Mar. 2018	\$30.00
6			\$0.00
7			\$0.00
8			\$0.00

Sub Total

The commitment item 390 is used when a vendor is providing services, i.e. a pizza delivery place, a sandwich shop ("an order is placed.")

6100/390

Family Engagement *catering services* (Specify name and date of events):

	Name of Event	Date of Event	Amount
1	Parent Math Night	Jan. 2018	\$167.20
2	Parent Writing Night	Feb. 2018	\$167.20
3	FSA Parent Night	Mar. 2018	\$167.20
4			

Sub Total

Total Cost for Food (6100/510 AND 6100/390)

\$501.60

\$591.60

Grand Total Family Engagement Allocation

\$3,323.00

Difference between PFEP Amount and Grand Total (must equal zero)

\$0.00

For any questions related to this PFEP budget, please feel free to contact Title I at 390-2123.