

## Title I Parental Involvement Funds

Title I Parental Involvement Funds support programs, activities, and procedures that involve parents in the education of their children. These funds may be used for reasonable and necessary costs that encourage the attendance of parents of participating children at these activities.

Parent Involvement funds may be used to provide food at parent meetings or workshops, as long as the meeting adheres to the Uniform Grant Guidance’s “reasonable and necessary” rules. Title I funds may not support activities that are purely social.

**(Example)**

Fund	Function	Object	Location	Project	Year
<b>150</b>	<b>3912</b>	<b>634302</b>	<b>4000</b>	<b>451005</b>	<b>25</b>

### Allowable Expenditures

- Food for Instructional Parent Meetings/Activities (Bi-Annual Title I Meetings, PTO Meetings/Activities, Donuts with Dad, Muffins with Mom, Grandparents Day, Literacy Night, etc.)
- Desktop Computer for Family & Community Specialist (FCS) Office and Parent Resource Room
- Printer Cartridges for FCS Office and Parent Resource Room
- Bulletin Board (\$200 and under) and Bulletin Board Supplies (construction paper, lettering, borders, push pins, tape etc.)
- Envelopes for Parent Mailings
- Postage (This is facilitated through Student Support Services Office)
- Dry Erase Markers for Parent Board
- General Office Supplies for FCS Office (File folders, paper clips, stapler, staples, staple remover, post it notes, ink pens, desk calendar, three hole punch etc.)
- Parent Resource Books (Behavior Strategies, Self Esteem, Home & School Connection, Four Steps to Responsibility, Love & Logic Solutions, and Changing Children’s Behavior etc.)

## Unallowable Expenditures

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- iPad
- Laptops
- Copy Paper
- Reimbursement for Photo Developing
- Scanners
- Paper Cutters
- Cameras
- Dances
- Security/Custodial Overtime
- Custodial/Cleaning Supplies
- Food for Parent Conferences, Graduations, End of Year activities, and any other Activity that does not have an instructional focus.
- FCS Overtime
- Nursing Supplies
- Field Trips
- Transportation
- Textbooks
- Shredders
- Tissue
- Candy
- Furniture (Desk, Chairs, Tables, etc.)

## Vendors

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All vendors should have a vendor number to receive payment. New vendor information should be submitted and confirmed **PRIOR** to utilizing the service from the vendor.

### How to create a vendor?

- Click the link for the new [vendor registration packet](#):

**\*Please remember to use the District's tax exempt letter when making purchases for parent events\***