![MC900434867[1]]() Parent Involvement Notebook (PIN) Checklist

Site Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* PIN checklist
* Parent committee meeting items
	+ Three parent committee meeting notices
		- 1st notice
		- 2nd notice
		- 3rd notice
	+ Copy of parent committee agenda
* Training completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Copy of parent committee minutes
* Staff signature
* Chairperson/parent signature
	+ Copy of handouts, trainings, brochures and information given out at parent committee
	+ Copy of parent committee sign in sheet
* Policy Council –notification on where to locate all information for PC meeting.
* Monthly newsletter
* Agency workshops/training notices and/or flyers
	+ Education handouts
	+ Family service handouts
	+ Health handouts
	+ Nutrition handouts
* Parent Activities Events/ Days
	+ Flyers/Invitations
	+ Trainings completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Field trip request
	+ Bus and pedestrian training