



**Please duplicate copies of this form as needed for each activity.**  
 NEW YORK CITY DEPARTMENT OF EDUCATION

**TITLE I (1 – 5%) SPENDING PLAN PROPOSAL**

SCHOOL \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_ 1 – 5% ALLOCATION AMOUNT \_\_\_\_\_

DESCRIPTION OF ACTIVITY	DATE	LOCATION	NO OF PARENTS

PLEASE DUPLICATE COPIES OF THIS FORM AS NEEDED.

# **Title I PARENT INVOLVEMENT ALLOCATION SPENDING PLAN**

Borough/District: \_\_\_\_\_ School: \_\_\_\_\_ Amount Set Aside: \_\_\_\_\_

Name of Person Preparing the Form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Title I Parent Leader (PAC or PA) Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

SLT Chairperson Signature: \_\_\_\_\_

## **PROGRAM DESCRIPTION**

Below, provide a brief description of the Parent Involvement Plan/Program you will be implementing during the \_\_\_\_\_ school year.

## **PROGRAM RATIONALE**

Describe the rationale for how the budget was determined, based on your parents' needs for selecting the program(s) strategies described above, (attach documentation of parental input such as agendas, sign in sheets, minutes, etc.)

## PARENT INVOLVEMENT BUDGET NARRATIVE

Explain how proposed expenditures will support the implementation of your school's Parent Involvement Policy to build parent capacity.

<b>Budget Category</b>	<b>Explanation</b> <i>(Must Be Clearly Related To The Implementation Of Strategies Described In The School's CEP And Parent Involvement Policy.)</i>
<p><b>Professional Staff Salaries/Per Diem/Per Session</b>  <i>Include only Department of Education staff, including administrators, teachers, and guidance counselors (Do not include consultants here).</i></p> <p><i>This category is to be used if you intend to hire a DOE employee to provide training/services to parents.</i></p> <p><b>Enter Subtotal</b></p>	
<p><b>Purchased Services</b>  <i>Include educational and parent involvement consultants and other contractual services to provide training to parents in how to enhance the involvement of other parents.</i></p> <p><b>Enter Subtotal</b></p>	
<p><b>Supplies and Materials</b>  <i>Include parent instructional materials, software, parent library books and items under \$5,000 per unit.</i></p>	

<b>Budget Category</b>	<b>Explanation</b> <i>(Must Be Clearly Related To The Implementation Of Strategies Described In The School's CEP And Parent Involvement Policy.)</i>
<b>Enter Subtotal</b>	
<b>Travel Expenses</b> <i>Include conference costs, costs that are reasonable and necessary to support the attendance of parents at workshops and conferences to enable them to participate more effectively in the local programs.</i>	
<b>Enter Subtotal</b> <b>Enter Total of all Budget Categories</b> <i>Must equal your set aside amount on page 1.</i>	