

Parent & Family Engagement Fund (PFE) Usage Flow Chart

Step 1: Receive your school's PFE allocation from GDCP

Step 2: Share the amount allocated for PFE, along with the guidelines on how to use the funds, with the PTA at the initial meeting in September.

- You may ask for suggestions/recommendations on how to use the funds (recommended); or
- Share your plan on how you will use the PFE, and ask for feedback (recommended)

Step 3: If you do not yet have a plan, develop a plan and share it with the PTA at the October meeting. If you do have a plan, and asked for feedback, share the revised plan.

Step 4: Share your final plan with the GDCP Office by November to ensure that your plan includes only allowable expenses.

Step 5: Use your PFE as your plan states, check in with GDCP if you make changes to the plan to ensure they are allowable.

Step 7: Spend!

Step 6: Encumber all expenses by May 1st (a requisition is submitted). The exception to this encumbrance date is payment (such as stipends) to parents/staff for end of year (June) events. All services must be completed and all purchases received by June 30th.