

Families as Partners Documentation Guidelines

Aside from entering parent attendance into eCST (See eCST Guidelines), you must keep the following documents in your binder. Project staff will periodically stop by to scan the documents into the google drive as well.

- FAP related meeting sign in sheets
- FAP related parent/family event sign in sheets
- FAP staff or parent leader training sign in sheets
- Parent Leader Applications
- Flyers advertising FAP events
- Copies of the receipt cover page and receipts that your bookkeeper submits to our bookkeeper
- Mtg. handouts and Agendas
- Printed versions of the strategy team planning docs etc.
- Printed versions of the Action Plan
- A copy of the pages of your CIP that reference the FAP project