BEAR RIVER HEAD START
PARENT COMMITTEE MEETING
SIGN IN SHEET

Location of Meeting: Logan PHS Center

Date of Meeting: 04/14/2026

Parent Committee Meeting Begin Time: 7:00pm; only count meeting time; not activity time **End Time:** 7:15pm: time shouldn't exceed 60 min.

Adults in Attendance *Adultos Están Presentes* *Please list one adult per line. *Por favor, indique un adulto por línea.*	**How Parent Assisted Staff** *Como el padre ayudo al Personal de HS/Empleados*	**Time Assisting at Meeting/Activity** *Tiempo Ayudando con la Reunión / actividad*	**Preparation Time** *Horas de Preparación*	**Miles Round Trip** **(*Not reimbursed by BRHS*)** *Millas alrededor Viaje* *(*No reembolsable por BRHS*)*	**Travel Time** *Tiempo de Transporte a la reunión/actividad*
	*If there is assisting time, there must be a description. **This is anything that we would otherwise have to pay Head Start staff to do.			**If parents drove together, only one entry of mileage can be counted. If parents list mileage here, they cannot be reimbursed for it.	
Jane Doe	Putting away chairs	10 min.		5	10 min
John Smith				2	5 min.

*Countable In-Kind time for Parent **time assisting** with meeting or activity, setting up, preparing or serving food, cleaning up, helping with the activities or in any other way being an assistant. Some Parents may be counted as assistants the whole time depending on the number of assistants required based on the adult/child ratio according to age and developmental appropriateness/performance standards and licensing requirements
*Countable In-Kind time for **preparation time** includes calling other parents, finding location, activity prep, etc.

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Totals: **Total # of Adults:** 2

x Minutes of Meeting: 15

= Total Meeting Minutes: 30

+ Time Assisting in Minutes: 10

+ Preparation Time in Minutes: 0

+ Travel Time in Minutes: 15

Total In-Kind Minutes: 55 **Total In-Kind Miles:** 7

Staff Signature: _____

Staff in Attendance: _____

_____

Staff Comments: _____

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