

Partner Parent Engagement Activities (PEAs) Pre-Approval

In order to be SNAP-Ed allowable, all events or activities intended to engage a large group (school, community) must engage parents/caregivers. These events must be reasonable and necessary and be culturally relevant to the community. Expenses incurred prior to approval should not be submitted for reimbursement.

In addition, the following criteria must be met for approval. Please give strong consideration to each aspect and provide details and supporting documents as needed.

Assurances

Audience:

- Focus is parent/caregiver engagement
- Parents/caregivers in attendance, documented (At least 20% of student enrollment)

Content:

- Consistent with MI SNAP-Ed behavioral outcomes as outlined in the Plan Of Work
- Consistent with current programming to SNAP-Ed target audience
- Consistent with SNAP-Ed program SMART objectives
- Objectives and cues to action for parents/caregivers (and children)
 - Submit copy of objectives/cues to action
- External Presenters – must be in conjunction with other SNAP-Ed programming/activities
 - Reviewed by MNN? If no, submit details/script for review
 - Submit objectives of material presented & how they will be achieved

Venue (location & time):

- Coincides with established events where there is a historic expectation of parent/caregiver attendance (math/literacy nights)
- Efforts made to resolve potential barriers for parent/caregiver attendance (time, travel, child care, location)

Time, date, and site of proposed event: _____

Evaluation:

- Included in overall evaluation, please describe

Submit completed form to your MNN Project Manager at least 30 days prior to the event.

Partner Signature, position or role

Date

Approved Not Approved
____ MNN Staff Initial _____ Date



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