

## CCMHS -Policy Committee Data

(Hot Sheet)

CF/P-8a New 1/17

(mandatory)

This form is used to list Policy Committee officers and representatives/alternates to the Central California Migrant Head Start Policy Council (CCMHS PC). It is also used to record the dates of agenda planning and the regular Policy Committee meeting date and time.

1. A staff member completes the form.
2. **DPC Meeting Date:** Enter DPC Meeting Date
3. **CCMHS PC Representative:** The number of Policy Committee representatives to the Central California Migrant Head Start can be found in the Policy Council Bylaws. *Each delegate agency shall elect three parents or legal guardians of currently enrolled children as representatives to the Policy Council and three parents or legal guardians of currently enrolled children as alternates. For programs operated directly by the grantee or through a partnership, one representative and one alternate shall be elected to serve on the Policy Council for each agency. These members must also be current parents or guardians of enrolled children.*
4. Submit white copy to the Grantee; keep yellow copy on file at delegate Agency/Partner.
5. Submit a new form to the Grantee as changes occur. Complete the **Date Revised**.