ANNUAL PROGRAM GOVERNANCE PLANNING CALENDAR

SEPTEMBER	OCTOBER
*Approve CA Process *Approve Election Process **Training:** Planning Calendar	Welcome and Orientation

NOVEMBER	DECEMBER
Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Approval of Bylaws *Approve Personal Policies *Community Assessment Recommendations **Training:** Refunding Application and Budget	Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report

JANUARY	FEBURAY
Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Update Program Five Year Goals *Approve Recruitment Selection Criteria **Training:** Eligibility/Attendance	Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Approve Refunding Application CACFP Report *Approve Refunding Application *Program Data Summary Report **Training:** Monthly Reports

MARCH	APRIL
Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Approve Selection Process	Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report

MAY	JUNE
Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report **Training:** HS/EHS Health Fair	Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Program Data Summary Report **Training:** Program Information Report(PIR)

JULY	AUGUST
Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Program Data Summary Report **Training:** Self-Assessment	Financial Statement Review Program Information Summary Enrollment and Attendance CACFP Report *Approve Self-Assessment Process

As needed: Approval of activities to support parent involvement in program operations including policies to ensure that the program is responsive to community and parent needs, financial audits, communications from the secretary, supplemental funding applications.
Example: Office Of Head Start Reports (Monitoring Findings)