

Guidelines for Applying to Start a PFC Enrichment Program

1. Student enrichment programs led by Fallon Middle School parents will come under the umbrella of Fallon PFC, and will be called 'PFC Enrichment Programs'.
2. Parent leaders must submit an application ([Form A](#)) and budget ([Form B](#)) to the PFC Board at the beginning of each school year, to approve new enrichment programs, or to renew existing ones.
3. All parent volunteers must submit a [DUSD Volunteer Information form](#), with a copy of their CA drivers license prior to working with students.
4. Since a certificated teacher will not be present in the classroom during the activity, at least one parent leader per classroom is required to obtain a CTC Activity Supervisor Clearance Certificate (ASCC). PFC will sponsor the cost, including fingerprinting (approx. \$70), as well as the online application fee (approx. \$103 per parent, for every 10-15 students served). Once approved, a copy of your ASCC certificate must be submitted with the [ASCC Site Form](#) to the school.
5. PFC enrichment programs must serve a minimum of 10 students.
6. PFC enrichment programs will be funded through a combination of PFC sponsorship, parent donations, and fundraising if necessary.
7. Donations to PFC enrichment programs will accrue to Fallon PFC, and reimbursement requests for enrichment expenses will be made to the PFC treasurer.
8. Besides sponsorship for ASCC clearance, PFC will consider the sponsorship of items/equipment which will be used over multiple years, as well as facilities reservation costs. Such requests must be included in the proposed budget to the PFC Board.
9. Funds for enrichment programs may not be carried over to the next school year, but will be returned to the PFC General Fund at the end of the financial year.