



West Central Minnesota Communities Action

# HEAD START

*The Policy Council is a group of Head Start and Early Head Start parents and community members who share the responsibility of overseeing the delivery of high-quality services to children and families by helping lead and make decisions about their program.*

The parent(s) listed below have expressed an interest in representing your area on WCMCA Head Start Policy Council. **Please read the short bio provided, check the box to indicate your vote and return it to your Family Education Specialist.**

## Head Start Policy Council Ballot:

Candidate Name:

Area Serving:

Participates in:

Head Start

Early Head Start

Both

Brief Introduction:

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## WCMCA Head Start Policy Council Election

### Documentation Instructions



Click on **Entry Express - Log a Communication & Click Start**

1. Step 1 of 5 - Find Participants Who Meet the Following Criteria:
  - a. Make sure your Program Term, Location and Enrollment Status is correct and click Next Step.
2. Step 2 of 5 - Select Individual Participants:
  - a. All of your children are automatically checked so make sure that is what you want and click on Next Step
3. Step 3 of 5 - Select Action Type:
  - a. **Choose Policy Council** and click on Next Step
4. Step 4 of 5 - Enter Default Values:
  - a. Action Date
  - b. Type of Contact – How you held your election
  - c. Description – Type in Policy Council election
  - d. Status – Action Completed
  - e. Case Worker - Make sure your name is listed
  - f. Action Notes - Type in the details of your election (how you sent the ballot to parents, how you got responses, etc.) and click on Next Step
5. Step 5 of 5 - Edit Value for Individual Participants:
  - a. Click on Create the Records and now this event will be listed in every child's communication log!
6. Add this information to your Family Event form and notify Dee Dee with the name of elected Representative and/or Alternate.