

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Scheduling Fillmore Conference Room

Policy:

Any person requiring the use of our Fillmore Conference Room must schedule the date and time with the Administrative Assistant.

Procedure:

1. The Administrative Assistant must be notified when the Fillmore Conference Room is needed.
2. The person requesting the use of the Fillmore Conference Room will supply the Administrative Assistant with the date, time, and the layout of the room (round table, classroom style, etc.).
3. If special equipment is needed, such as an easel and markers, laptop and projector with screen, or television hook-up, that must be mentioned as well at the time of scheduling.
4. If there are to be any snacks or meals for the meeting, procuring them and setting them out will be the responsibility of the person conducting the meeting, or their assistants.
5. When there is a conflict in dates, the matter will be decided by the Head Start/Early Head Start director.