



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5000

MCBO 1710.3
B 012
30 Apr 96

MARINE CORPS BASE ORDER 1710.3

From: Commanding General
To: Distribution List

Subj: PARENT ADVISORY BOARD

Ref: (a) MCO 1710.30C
(b) MCBO P1710.2
(c) CMC NAVGRAM 2812342 Jun 90 (NOTAL)

Encl: (1) Organizations/Units Providing Membership to the Parent
Advisory Board
(2) Sample Appointment Letter Format

1. Purpose. To establish the Parent Advisory Board as required by the references.

2. Background. The Parent Advisory Board will operate to closely involve parents in the care of their children and to enhance the child care services provided by the Child Development Center and the Family Child Care Homes program.

3. General

a. The Parent Advisory Board will act in an advisory capacity to the CG MCB, via the Director, Manpower Division.

b. The Parent Advisory Board has the authority to request and the right to receive such information as is necessary to fulfill its mission, except that which is protected from disclosure by law.

c. The Parent Advisory Board will consist of at least one primary and one alternate member from each organization or unit listed in enclosure (1). When possible, the representatives will be the sponsor of a child receiving services from the Child Development Center or the Family Child Care Homes Program. Only those representatives that are sponsors of children receiving the above mentioned services will have voting privileges. The Child Development Program Administrator, the Child Development Center Director and the Family Child Care Homes Program Director will serve as ex-officio, nonvoting members.

d. The Parent Advisory Board will be chaired by a person designated by the CG MCB.

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e. The Parent Advisory Board will meet at least quarterly or more often as directed by the chairperson to provide recommendations for improvement in child development services and operations.

f. The minutes of each Parent Advisory Board meeting will be recorded by a member appointed by the chairperson and forwarded by the chairperson to the CG MCB, via the Director, Manpower Division for review and appropriate action.

g. The Parent Advisory Board with the advice and assistance of the Child Development Center and Family Child Care Homes Program staff, will coordinate the formation of a Parent Participation Program and oversee its implementation. The program will encourage parents to:

(1) Volunteer in Child Development Services Programs.

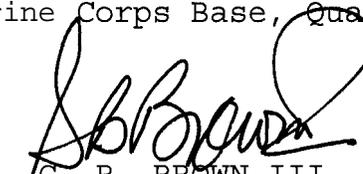
(2) Support special events (such as field trips, holiday events and classroom activities).

(3) Support special projects (such as playground improvement, procurement of equipment, facility clean-up, and administrative or classroom duties).

(4) Participate in parent education programs and training workshops. Child abuse prevention education for parents will be offered as part of this program.

4. Action. Commanding officers and officers in charge of organizations/units listed in enclosure (1) will appoint, in writing, one primary and one alternate (military or civilian) representative. A sample appointment letter format is provided in enclosure (2). Appointed representatives will serve for a period of at least 1 year. Commanding officers/officers in charge are responsible to ensure that their appointees attend Parent Advisory Board meetings as scheduled.

5. Applicability. This Order is applicable to all commands and organizations located aboard Marine Corps Base, Quantico.


G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

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ORGANIZATIONS/UNITS PROVIDING MEMBERSHIP TO THE
PARENT ADVISORY BOARD

Headquarters and Service Battalion

Marine Security Guard Battalion

Marine Corps Air Facility

HMX-1

Marine Corps University

Marine Corps Systems Command

Security Battalion

Officer Candidates School

The Basic School

Weapons Training Battalion

4th LAR Battalion

Naval Medical Clinic

Dental Clinic

ENCLOSURE (1)

SAMPLE APPOINTMENT LETTER FORMAT

UNITED STATES MARINE CORPS

1710
(Code)
(Date)

From: Commanding officer, (Unit)
To: Commanding General, Marine Corps Base, Quantico
Via: Director, Manpower Division

Subj: APPOINTMENT OF UNIT REPRESENTATIVE TO PARENT ADVISOR BOARD

Ref: (a) MCBO 1710.3

1. Per the reference, the following personnel are assigned as unit representatives to the Child Development Center Parent Advisory Board for a period of 1 year from the date of this letter:

<u>NAME/RANK</u>	<u>WORK SECTION/WORK PHONE</u>
_____ (Primary)	_____
_____ (Alternate)	_____

2. I have personally counseled my unit representatives of their duties and responsibilities concerning their assignment to this board and the requirement to attend all scheduled meetings.

(Signature) _____

ENCLOSURE (2)