

**TASK: In-Kind Contribution Form**

Task	Person Responsible	Date to be Completed
1. Donation of goods or services	All staff	Ongoing
2. Ensure proper in-kind sheet is filled out	All staff	Ongoing
3. Print donor name in space provided <ul style="list-style-type: none"> <li>• Print name of Center/Classroom</li> <li>• Contributor Profile</li> <li>• Representing: Have individual check current parent, former parent or other, etc</li> <li>• Activity: Enter type of activity (at-Home, fatherhood activity, classroom aide, etc.)</li> <li>• Volunteer Hours/Donations: Have in individual enter date, purpose or activity description and hours. For donations simply list items donated, quantity and dollar value. If a receipt is available, please attach. If mileage is utilized, utilize this space to record number of miles/purpose of miles.</li> <li>• Volunteer/Contributor must sign and date.</li> <li>• Center staff must sign and date.</li> <li>• For business office only: DO NOT ENTER ANYTHING HERE.</li> </ul>	Donor	Time of service

**TASK: In-Kind Contribution Form**

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be completed</b>
1. Donation of Volunteer Hours	All Staff	Ongoing
2. Ensure proper form is filled out	All Staff	Ongoing
3. Enter (in ink) type of meeting. <ul style="list-style-type: none"><li>• Enter location of meeting.</li><li>• Enter date of event (Parent Meeting, Parent/Teacher Conference, Policy Council Meeting, Home Visits ...etc.)</li><li>• Status (Parent, Former Parent, Other)</li><li>• Agency Representing or Center</li><li>• Have Volunteer to enter first and last name.</li><li>• Have Volunteer to enter time in.</li><li>• Have Volunteer to enter time out.</li><li>• Staff will list total hours for volunteer participation.</li><li>• Staff Signature (After ensuring all information requested is filled in.)</li><li>• Staff will put in date.</li><li>• Staff will total hours.</li></ul>	All Staff	Time of Service