

IN-KIND INSTRUCTIONS

- Fill in top:** Your name, county, month and year.
- Signature:** Please have the volunteer, contributor or parent sign the In-Kind form.
Print name above signature!
- P/CR:** P stands for parent (or a relative we work with) and they will write the child's name in the next column. CR stands for Community representative and they should fill in their address.
- Child's Name/
Address:**
- INT/HRS** Please have volunteer, contributor or parent **initial** individual hour/entry.
- DT/CD:** Date of each time the individual volunteered. **Use the code box at the bottom of FS-8 to enter code.**
- HV-Home Visit** **Center Base:** please use this designation for any home visit made--head lice, attendance problem, week #1, progress report, etc. (additional In-Kind funds are generated for using their home as work space.)
HIGHLIGHT EACH HOME VISIT ENTRY.
- CL-Classroom** Have parent sign-in as they enter your classroom and/or write number of hours they will volunteer that day.
- HW-Home Work** Linking home and school activities, it will be different from family to family (**2.5 hours a week limit**). **Center Base: designate HW code for "I Am Moving, I Am Learning, literacy, and other parent and child home activities that the parent reports back to you.**
- CM-Committees** There will be three committees; education, special events, and end-of-the-year planning committee. In-kind any time these committees come together **using Meeting In-Kind Form.**
- SP-Speech** Parents taking their children for speech evaluations, conference and therapy.
- HE-Health** Parents taking their children for immunizations, dental check-up and follow-up, physical follow-up, hemoglobin or any health referrals.
- R-Recruitment** Any time parents are involved in our recruitment process.
- I-Intake** The completion of the application, **HIGHLIGHT IF DONE IN THEIR HOME.**
- TR-Transportation** Parent transportation time is allowed in ½ hour increments as part of total volunteer time for parent group, health, speech, or when they transport other parents to Head Start/Early Head Start activities.

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- FT-Field trip** Volunteers attending field trips with you. If tour guide make more than \$15.47 an hour their wages should be listed in “value of material and time” column, please enter the number of hours they donated.
- MP-Material Prep.** Any time spent by volunteers (parents, community representatives etc.) preparing educational materials in their homes.
- OT-Other** Most volunteer time will be covered by the codes above. If it just doesn't fit the code, than use OTHER then go to “CD box” OT with brief explanation

CODES FOR VALUE OF MATERIAL/TIME & DESCRIPTION COLUMN

- S-Professional Service** There are 4 levels: Professional, paraprofessional, skilled, and other. It coordinates with the TV entry under the Value column.
- TV-Time Value** For individuals under the professional level code, you will use time value along with the number 1 (professional), 2 (paraprofessional), 3 (skilled) or 4 General). Level one is for professionals.
- The following is a guide:**
- Level 1** An individual with a license, master, or Ph.D. (Doctor, Psychologist)
- Level 2** An individual under a director (manager, police officer, and caseworker)
- Level 3** An individual education/expertise base required for position; (secretary, librarian, fieldtrip guide, and bus driver)
- Level 4** An individual under other-Head Start hourly rate (general volunteers)
- DN-Donation** Items donated, example: 5 books X \$5.00 each =\$25.00.

*****SOME VERY IMPORTANT THINGS TO REMEMBER*****

- ◆ List name and address of anyone making a donation of materials, time, facility etc. Have children make thank you cards and sent to them.
- ◆ Cash Donations: Must be sent directly to Community Action Program, Inc. of Western Indiana to be logged in by Fiscal Department.
- ◆ Please do not forget to count all In-Kind; initial home visits, recruitment, center activities, participation at home, field trips.

****”Sign and turn in with “end-of-the-months”****