

## In-Kind Process & Procedure

- 1) Collect documents -- **make sure Parent/Volunteer have signed and Staff signed off on documents which are printed**
- 2) Check document for correct data -- **Time, Location, Purpose, Totals**
- 3) Be sure any donation receipt is complete with **date, location, name and address of donor, value of items, signed by staff member receiving donation**
- 4) Enter Data into system as noted under "Data Entry"
- 5) Send original document as listed under "Document Routing". If you need a copy for your records, please make them before routing.
- 7) Make sure documents are turned in at least MONTHLY or when completed (**only one month per document**)

**To count the time of a volunteer as match, the volunteer must be providing a service to and not receiving a service from the the program. Allowability of parent volunteer time is based upon whether the parent is giving a service to the grantee or receiving a service from the grantee. See EHS Only exceptions below.**

**The services provided by the volunteer would have to otherwise be allowable costs that would be purchased from a consultant or other individual or provided by salaried personnel. The duties of the individual must be controlled by the agency.**

<u>In-Kind Service Provided</u>	<u>Data Entry</u>	<u>Due Date</u>	<u>Document Routing</u>
Classroom Volunteer Time Sheets	AA into Shine	By 5th of following Month	Fiscal - Cathy P
EHS Only - Classroom Sign In Sheets	Playground Software	Monthly Report-KC	Fiscal - Cathy P
Individual Volunteer Time Sheets - Monthly	N/A	By 5th of following Month	Fiscal - Cathy P
Board Monthly & Executive Meetings	N/A	After Event	Fiscal - Cathy P
Policy Council Monthly & Executive Meetings	N/A	After Event	Fiscal - Cathy P
Committee Meetings - Budget, Facilities, etc.	N/A	After Event	Fiscal - Cathy P
Hiring PC/BOD Attendance	N/A	After Event	Fiscal - Cathy P
Professional Services - use donation receipt	N/A	After Event	Fiscal - Cathy P
Classroom Supply Donations-use donation receipt	N/A	Upon Receipt	Fiscal - Cathy P
Donations - <b>Cash must be turned in directly to Fiscal.</b> Checks may be sent through interoffice mail	TY Letter - Katherine, Nancy	Upon Receipt	Fiscal - Cathy P

**Documents required can be found on the SOCFC website staff zone under Fiscal - Forms.  
Donation receipts are available at the front desk.**

### Other Parent Engagement Activities tracked but NOT in-kindable

Home Based Educational Visits ONLY when Parent Participates	Teachers	Reports as needed	Parent Center Meeting Notebooks
EHS Only - Reading Activity	Playground Software	Reports as needed	
Family Engagement Activities	AA into Shine	After Event	
Orientation / EOY Celebrations / Parent Meetings	AA into Shine	After Event	