



**UCHRA Van Buren County Head Start In Kind**

Date of service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **#of volunteers** \_\_\_\_\_

I certify with my signature that (1) I reviewed all entries, (2) will report any inaccuracies immediately and will not sign in kind record if it is inaccurate (3) and acknowledge all entries will be counted as an \*In-Kind value.

<b>Volunteer 1 Print Name</b>	<b>Code</b>	<b>Parent Volunteer</b>	<b>Community Volunteer</b>
<b>Volunteer 1 Sign Name</b>			
<b>Volunteer 2 Print Name</b>	<b>Code</b>	<b>Parent Volunteer</b>	<b>Community Volunteer</b>
<b>Volunteer 2 Sign Name</b>			

***Both Parents can sign on one form if both are attending the same event please indicate two volunteers above***

(Time associated to related persons attending meetings assisting in classroom, field trips, at the center and other school functions and extended activities performed to support individualized education of the child to support the outcomes related to school readiness. Use Borrower's Agreement form for books and power packs and Home Activity Form for Home Activities)

<b>Volunteer</b>	<b>Time In indicate am or pm</b>	<b>Time Out indicate am or pm</b>	<b>Total Hours</b>	<b>Hourly Rate</b>
Volunteer 1				
Volunteer 2				
<b>Total Time Value For In Kind Purpose</b>				

**In-Kind (Goods)**

(donations by parents and community for use in classroom or items obtained related to parent services for the purpose of promoting and providing for parent participation)

Item(s):(listed item and value) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total value** in dollars:(actual cost of item, for used items see procedure) \_\_\_\_\_

<b>Place Left</b>	<b>Place Arrived</b>	<b>Miles</b>	<b>Mileage Rate</b>	<b>Mile Amount</b>	<b>Did you ride together if not both parents must fill out separate in kind forms</b>
<b>Total Mileage For In Kind Purposes</b>					

**STOP** the line below is for **staff ONLY** to complete after logging in computer tracking system

**Total value of hours:**Vol #1: \_\_\_\_\_ Vol #2: \_\_\_\_\_ **Total value of goods:** \_\_\_\_\_

**Total value of mileage :** \_\_\_\_\_ **Grand total:** \_\_\_\_\_ **Initia/Date** \_\_\_\_\_ | \_\_\_\_\_



## UCHRA Van Buren County Head Start Parent/Volunteer In-Kind Sheet Key Guide

**JA/MA- Janitorial/Maintenance in nature.** This can consist of sweeping and dusting classroom, picking up toys after playtime, and general straightening of room/center or maintenance of building, playground, washing vehicles etc.

**HA- Home Activity.** Time spent performing an activity outside of normal classroom time to support the classroom curriculum and outcomes such as reading 20 minutes a day, Power Packs, and Scholastic Home Activities, can be counted. Specific home activity, reading and power pack sheet must be completed appropriately in order for this time to be counted.

**FT- Field Trips.** Included but are not limited to ensure the safety of children, assisting with lunches, helping to ensure appropriate behavior at outside events such as parks and playgrounds.

**NA- Nutrition Activity.** Examples would include promoting healthy eating habits, seasonal tasting parties, and recipe instruction examples. Assisting with breakfast and/or lunch procedures.

**AM-** Attendance at advisory meetings.

**GEA- Group Educational Activity** such as exploration/center time, each child chooses timing and location of his activities with lots of hands-on activities such as clay, blocks, painting, cutting, etc. Academic subjects are taught during their choice time, using items that can be manipulated, such as blocks, counters, plastic animals, etc. These activities give the children an opportunity to learn to function in a group, share ideas and beginning listening skills **but are only a short portion of the day.**

**SS-Socialization Skills.** This broad category includes volunteer classroom readers. Children want to read and understand books and other written material. Volunteers are needed to come and read to the children. Also children will often draw pictures and will explain what the picture is about. Volunteers are also need to write down what the children say about their pictures.

This classification would also include special events such as Family Reading Night, End of the Year Picnic, group seasonal celebrations, grandparents day and holiday plays which involve peer to peer interaction.

**GS-Guest Speaker.** Most often a community volunteer or representative who gives presentations to the classroom such as dental hygiene, a police officer or a fireman, and trainings for parents.

**PCI- Parent Curriculum Involvement.** Volunteers are often needed to further and enhance classroom curriculum. Examples would include donating time to cut out items for lesson plans, decorating the room for certain lessons as well as classroom observations. Assisting with letter-word identification, early writing, early math, and creative curriculum.

**MI-Male Involvement-** Attendance at Male Involvement meetings and acting as role models assisting in event.

**PMQI-**This can consist of program assessments, program evaluations and monitoring to aid program in the process of quality improvement.

**SDA-Service Delivery Assistant:** Provide general support for each service delivery area