



## IN-KIND RECORD—Parent Volunteer Time

1. Use this form to document the number of minutes that parents spend volunteering for the program.
2. Be sure to complete all information. Specify the service performed by parent (i.e. **education is the component and classroom aide is the service**).
3. Because different activities have different dollar values, use one form for each type of volunteer service.
4. Record the date and the number of minutes and get the parent to **print AND sign** at the bottom of the form.
5. Original signatures are required; photocopies are not acceptable. This form **MUST** be signed for the In-Kind to be counted.
6. **Total the number of minutes** at the bottom of the form – total each page separately.
7. Make sure a **staff signature** is on the bottom of the page.