

Spokane Head Start /ECEAP/EHS IN-KIND RECORD—Parent Volunteer Time

Month/year _____ Component _____

Center _____ Service performed _____

Have parents who volunteer for you **sign in each day** that they volunteer and record the number of hours for that day. Remember to round time to the nearest 1/4 hour: 15 mins. = .25; 30 mins. = .50; and 45 mins. = .75. **Be sure to check the "First Time" column the first time a parent volunteers during each program year.**

DATE	PARENT'S SIGNATURE	NO. OF MINUTES	FIRST TIME	
			YES	NO

Please total each sheet individually. Attach Donation Receipts and/or Volunteer Service slips for community, student, professional or other nonparent volunteers. **Be sure that each slip has appropriate signatures and accurate totals.**

Submit in-kind records to your office assistant by the 5th of each month.

I verify that the information submitted is correct and accurate.

Staff signature _____

IN-KIND RECORD—Parent Volunteer Hours

1. Use this form to document the number of hours that parents spend volunteering for the program.
2. You may have multiple days on one form. You should start a new form each month.
3. Be sure to complete all information. Specify the service performed by component (i.e., education is the component, classroom aide is the service).
4. Because different activities have different dollar values, use one form for each type of volunteer service (i.e., classroom aides have a different dollar value than office aides who have a different dollar value than kitchen aides).
5. Record the date, the number of hours, and get the parent's signature for each day the parent volunteers.
6. Original signatures are required; photocopies are not acceptable.
7. Check the column if this is the first time the parent has volunteered during the current program year.
8. Total the number of hours and the number of first-time volunteers on **each** page. ***Do not carry numbers over from a previous page—total each page separately.***
9. Initial the form before submitting it to your supervisor.