

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.