



Volunteer In-Kind Tracking Form (Head Start/Early Head Start)

Volunteer Information:

Last Name

First

Adult's ChildPlusID

(CPID of Parent/Guardian only not Child)

Living Address

City

State

Zip

Volunteer Description (mark with an x)

- Agency or Business
 Board Member
 Community Volunteer
 Former Parent/Guardian
 Non-Parent
 Parent/Guardian

Site

Classroom ID (example: 1.PA34-3.F)

Program (mark base on classroom)

Head Start
 Early Head Start

Volunteer dates of donation for (Month & Year)

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Total					

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
Total					

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total					

Use quarter hours only
 1 hour = **1** 45 min = **.75** 30 min = **.5**
 15 min = **.25**

Donated Services: Home visits and Parent Teacher conferences do not qualify. On the calendar above, record the time you have donated on each day for the month. Note each column is an individual type of In-Kind reference below for the column's corresponding code. Tally hours on the calendar below.

Classroom Activities (41000)		
Code	Activity	Hours
(A)	Classroom Volunteer: time provided as a sub, reading a book, supervising, serving meals and other assistance directly in the classroom.	
Non Classroom Activities (43000)		
Code	Activity	Hours
(B)	Support to Staff: material preparation, office work, food service in the kitchen, recruitment, transportation, field trip help, and general maintenance around the center	
Parent Child Activity (44000)		
Code	Activity	Hours
(C)	Parent/Child Activity (School Readiness): parent provides observational feedback to staff on individualization activities; Wash/Dry of naptime mat covers; PCA; lesson planning; Homework; etc.	

Training/Meeting (43000)		
Code	Activity	Hours
(D-1)	Parent Committee Member/Officer: parent participates in a parent committee meeting, preparing the parent committee agenda, planning and organizing parent committee meeting activities, call other parent about meetings, plans, etc.	
(D-2)	Attend Training	
Total Hours (D)		
(E)	Policy Council Representative/Community Member and Officer: parent participate in Policy Council as representative from their center or officer role, and any additional hours provided in part of a special committee/advisory group such as the scholarship committee or health service advisory group	

I _____ do hereby swear that the above information is true and correct to the best of my knowledge.
 (Volunteer's Name Print)

Volunteer's signature

Center staff signature

Area Manager's initials

In-Kind Clerk only:

Date entered into Child Plus: ____/____/____

In-Kind Clerk Initials: _____