

Sweetwater County School District Number One
Head Start In-Kind Contributions
Procedure

All in-kind contributions must meet the needs of the program, be an allowable expense if Head Start funds had been used to purchase the item or secure the services being contributed.

Contributions must be clearly documented on the appropriate in-kind form. The form must be signed by the contributing party and verified by a SCSD #1 Head Start staff member.

All completed forms are submitted to the Program Information Specialist on or before the last working day of each month.

Classroom teachers are responsible for ensuring forms are completed for all volunteer hours, services or goods contributed in their classroom.

Each manager is responsible for ensuring forms are completed for all volunteer hours, services, or goods contributed in their service area.

All in-kind documentation forms are audited by the Program Information Specialist. Volunteer hours are totaled, the appropriate hourly rate is assigned and the value is calculated and noted.

Questionable documentation is reviewed with the director who determines its validity and makes changes as necessary.

The Administrative Assistant performs a second audit and initials the sheets as designated by the director.

The forms are entered into the Child Plus data tracking system by the Program Information Specialist.

Once the forms have been entered into Child Plus they are sent to the Central Administration Building where the bookkeeper enters the total value into the accounting system.

In-kind contributions and other non-federal funds are part of the budget report presented to the Policy Council.