

Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"



Notice Regarding In-Kind

Administration Office Policies and Procedures

Revised: January 9, 2020

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1. The In-Kind Tracking Forms

NINOS, Inc.'s non-federal share (in-kind) is tracked using the Volunteer and Professional In-Kind forms.

The Volunteer In-Kind Tracking Form is used for Classroom Activities, Non-Classroom Activities, Parent-Child Activities, and Training/Meeting. Below are examples of the categories along with their respecting codes as on the form.

A. Classroom Activities: (Classroom Volunteer)

Hours a volunteer provides in the classroom assisting the teacher, substituting, reading to the children, or serving lunch in the classroom.

B. Non-Classroom Activities: (Support to Staff)

Hours a volunteer provides to support the non-classroom center staff such as Cooks, Family Service Workers, or the Area Manager. The activities include material preparation, office work, food service and preparation, recruitment, transportation monitoring, field trip help, or any general maintenance work around the center.

C. Parent-Child Activity: (PCA-School Readiness)

For parent/guardian only. The hours a parent/guardian provides in observational feedback to staff on individualization activities, lesson planning, homework, relating to the school readiness goals. Washing/drying of naptime mat covers.

D. Training/Meeting

D1-Parent Committee Member/Officer

The hours a parent/guardian volunteers are participating in the center's parent committee. The hours include the time spent in the monthly meeting, helping set up and prepare for the meeting, drafting the agendas, organizing, calling parents regarding the meeting, etc.

D2-Training/Meeting: (Attend Trainings)

The hours a parent/guardian volunteers attending trainings or meetings.

E. Training/Meeting: (Policy Council Representative)

The hours a parent/guardian volunteers participating in the agency's Head Start/Early Head Start Policy Council. The hours include the time spent participating in the monthly meeting, committee meetings, helping set up and prepare for the meeting, drafting the agendas, organizing, calling parents regarding the meeting, etc.

The Professional In-Kind Tracking Form is used for Professional Services, Governing Board meetings, and Donations. Details below are examples for these categories along with their respected codes as on the form.

F. Professional Services: (Presenters)

The hours a professional trainer/presenter volunteers training parents on for any specialized subject. The title of the training and the credentials of the trainer must be documented on the form along with the name of the agency.

Note: The Area Manager is responsible for determining the Fair Market Value at an hourly rate provided the professional presenter and record it on the form. The manager may consult with the presenter to determine the value.

G. Professional Services: (Community Volunteers)

The hours a community volunteer provides performing professional services. The professional services include plumbing, electrician, painter, landscaper, etc. The type of service provided must be recorded on the form.

Note: The Area Manager is responsible for determining the Fair Market Value's hourly rate as provided by the professional.

H. Governing Board: (Board of Directors)

The hours a board member volunteers attending trainings or meetings. (For Main Office use only)

I. Donations: (Items/Supplies)

Any items or supplies donated to the center for the month by an individual or agency. Must include the description of the item or supply donated and the quantity that was received.

Note: The Area Manager is responsible for determining the Fair Market Value per item and record it on the form.

J. Donations: (Rental)

The Fair Market Value of any operational center or building provided rent-free for the month. Recorded at only Fair Market Value for the month.

Note: For Main Office use only.

2. Auditing of the In-Kind Forms

NINOS, Inc.'s Finance Department will audit the follow item on the each In-Kind Form. Note that each In-Kind form must be completed in blue or black ink and cannot contain any correction fluid.

A. The Volunteer Information (shown below) is required for all In-Kind Tracking forms.

All fields must be completed, with the exception of the ChildPlusID section. The ChildPlusID is only required for a volunteer is classified as a Parent or Guardian.

Volunteer Information:			
Last Name	First	ChildPlusID (For Parents Only)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Living Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Volunteer Description (mark with an x)			
<input type="checkbox"/> Agency or Business	<input type="checkbox"/> Board Member	<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Former Parent/Guardian
<input type="checkbox"/> Non-Parent	<input type="checkbox"/> Parent/Guardian		
Site	Classroom (ID)	Program (mark with an x)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start	

Look for the Following Items when Auditing the Paperwork:

- Name of the Volunteer (Last, First)
- ChildPlus ID only if volunteer is a Parent/Guardian
- Living Address with city state and zip
- A Volunteer Description must be selected
- Site is the center name
- Classroom ID is provided in following format **1.PA19-3.F**

"No Classroom" will be written out if In-Kind was provided to the center as a whole and note associated with one class

- Program: selected as Head Start or Early Head Start

B. Hours Recorded

Only quarter hours are recorded for In-Kind on the calendar and the totals below for each category. There should be no deviation from this requirement.

1 hour = 1 45 minutes = .75 30 min. = .5 15 min. =.25

Look for the Following Items when Auditing the Paperwork:

- Only quarter hours are recorded on the calendar
- Only quarter hours are recorded for each In-Kind category
- Total hours match what was recorded on the calendar for each category

Volunteer dates of donation for (Month & Year)						MARCH 2019					
Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)	Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1			.5			12			.5		
2		1	.5			13			.5		
3		1	.5			14		.5	.5		
4			.5			15					
5			.5			16		1	.5		
6						17			.5		
7						18		1	.5		
8		2	.5			19			.5		
9			.5			20			.5		
10			.5			21					
11			.5			22					
Total		4	4.5			Total		4	4		

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
23			.25		
24					
25			.5		
26					
27			.5		
28					
29			.75		
30					
31					
Total			2		
Use quarter hours only 1 hour = 1 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	8
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.	10.5

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	

C. Professional Services

The Fair Market Value at an hourly rate must be recorded on the In-Kind form related to Professional Service by a Presenter or Community Volunteer in the Tally section of the form.

Look for the Following Items when Auditing the Paperwork:

- For Presenters Title of the presentation is written out
- For Presenters Agency the presenter is written out
- For Community Volunteers the type of service written out
- Fair Market Value per hour is provided
- Quarter hours are used
- Hours recorded match the calendar

Professional Services (45000)			
Code	Activity	Hours	Fair Market Value (Hr.)
(F)	Presenters: Specialized Training (Provide Presenter Title and Agency) Title: Adult Mental Health Agency: TX Health & Human Services	2	\$ 50 /Hr.

Professional Services (45000)			
Code	Activity	Hours	Fair Market Value (Hr.)
(F)	Presenters: Specialized Training (Provide Presenter Title and Agency) Title: _____ Agency: _____		\$ ____ /Hr.
(G)	Community Volunteers - Professional Services: Plumbing Electrician, Landscaping, Painter, etc. (Provide Description of Service) Service: Plumbing	1.25	\$ 50 /Hr.

D. Donations

Donations of Items and Supplies will only be recorded in the tally section of the form that is consider as In-Kind. The item or supply that was provided must be listed along with the quantity of how many were received and the Fair Market Value per item. Fair Market Value Total must be calculated.

Look for the Following Items when Auditing the Paperwork:

- Name of item or supply is written out
- Quantity of the item received is written out
- Fair Market Value per item or supply is written out
- Total Fair Market Value of Donation calculated and written out

E. Certification of the In-Kind Form

The In-Kind form must be certificated by the volunteer, center staff and the Area Manager.

Look for the Following Items when Auditing the Paperwork:

- Volunteer's name is in print
- Volunteer Signature is provided
- Center Staff Signature is provided
- Area Manger's initials is provided

3. Recording In-Kind on ChildPlus

NINOS, Inc.'s Finance Department will record In-Kind on the ChildPlus system once a form has passed an audit check

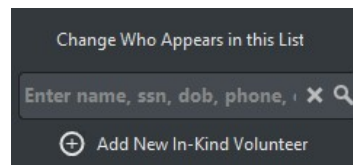
A. Accessing the In-Kind Module on ChildPlus

Access the In-Kind module on ChildPlus by selecting on the Management tab and then selecting the module In-Kind



B. Search for the Volunteer In-Kind Profile

Next search for the volunteer In-Kind profile by typing in the Volunteer Name in the search tool found in the bottom left corner of the screen.



If the search result pins an adult with the name entered select the name and the volunteer In-Kind profile will open to the Volunteer Information.



Verify that the In-Kind profile matches the In-Kind form that is being recorded by either the ChildPlus ID or address, as there may be volunteers with the same name.

The screenshot shows the 'In-Kind' profile form. At the top, there is a header 'In-Kind' with a trash icon and the text 'Delete In-Kind Volunteer'. Below the header, there are tabs for 'Volunteer Information' and 'Transactions'. The 'Volunteer Information' tab is selected. The form is divided into sections. The 'Information' section contains fields for 'Last Name' (G), 'First' (Y), 'Middle', 'Suffix', 'Preferred', 'Previous', 'SSN', 'Birthday', 'Gender', 'Marital Status', 'Race', and 'ChildPlusID' (5416). The 'Language' section contains fields for 'Language' (English), 'Proficiency' (Proficient), and 'Primary' (checked). The 'Address' section contains fields for 'Living Address', 'Address Line 2', 'City' (Harlingen), 'State' (TX), 'Zip' (78550), and 'County'. There are checkboxes for 'Living address is the same as the family's' (checked), 'Mailing address is same as living' (unchecked), and 'Mailing address is same as family's' (checked). A link 'View changes made by ChildPlus' is visible.

C. Verify Volunteer Description

For PIR verify and make any necessary correction to the classification of the volunteer on ChildPlus. Note that the classification of the volunteer on ChildPlus must match as the selection made on the In-Kind form.

Volunteer Information

Volunteer Description **PIR** ☒ Active

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

TB Test Result

D. The Transaction Tab

The Transaction tab is where In-Kind is recorded on ChildPlus.

ChildPlus

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Personnel Professional Development Community Resources In-Kind PIR Internal Monitoring CLASS Coaching

In-Kind Volunteers (4) ^ v <

Abundis, Lilia
Camacho, Gonzalo
Garay, Alice
Guajardo, Nicholas

In-Kind Delete In-Kind Volunteer Attachments (0) Save

Nicholas Guajardo

Volunteer Information Transactions

Defaults for In-Kind Transactions for this Volunteer

In the Transaction Tab each category of In-Kind will be recorded a separate transaction for the month by clicking on **Add Transaction**

Transactions

Date	Program	Service Type	Service Description	Service Area	Quantity	Rate	Amount
<NONE>					0.00	0.00	\$0.00

Totals Transactions 1 Hours 0 Dollars 0.00

Add Transaction Copy Transaction Delete Transaction

For each transaction, the field boxes below will need to be completed to successfully record In-Kind on ChildPlus. Note to follow the instruction that follow as these are the only fields that will need to be completed. All other fields are not necessary and will not be completed.

The following fields will need to be completed below based on the In-Kind form being recorded on ChildPlus.

- 1) **Date** Will be the last day of the month being recorded
- 2) **Quantity** Place the number of hours for the In-Kind
(For Donations place quantity of item/supply)
- 3) **Rate** The correspond rate related the In-Kind begin recorded
(For Donation price per item/supply or price of rent)
- 4) **Type** The type of In-Kind that is begin recorded
(The rate of the In-Kind is provided here)
- 5) **Description** Only for Donation Type In-Kind for item/supply
- 6) **Site** Select the corresponding Center
- 7) **Classroom** Select the corresponding Classroom at the center
(select No Classroom if no Classroom was identified in form)
- 8) **Program** Select Head Start or Early Head Start

Date PIR (1)	Quantity 0.00 (2)	Rate 0.000 (3)	Amount \$0.00	Units	Funding < No Funding >
Type (4)	Description (5)		Service Area		
Site Bonita Park HS-PA03 (6)		Classroom 1.PA03-4.F (7)			
Program <NONE> (8)		<input type="checkbox"/> Father/ Father Figure related activity		<input type="checkbox"/> In Classroom	

Repeat this process to each category of In-Kind that was recorded for the month on the In-Kind Tracking Form.

E. Finance Department Certification of Form

The Finance Department staff that recorded In-Kind on ChildPlus will initials and date each form in the area provided. This will document that the staff has audit the paper work and recorded In-Kind on ChildPlus and any other system as required by the Department. Certified In-Kind forms will be filed accordingly.

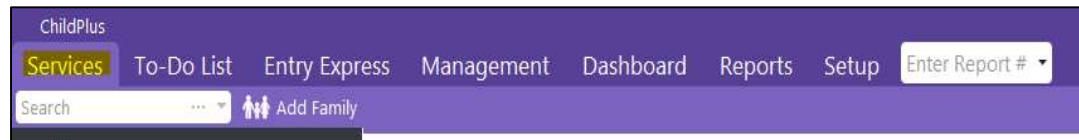
In-Kind Clerk only: **Date entered into Child Plus:** ____/____/____ **In-Kind Clerk Initials:** _____

4. How to create an In-Kind Profile for Parent/Formal Parent

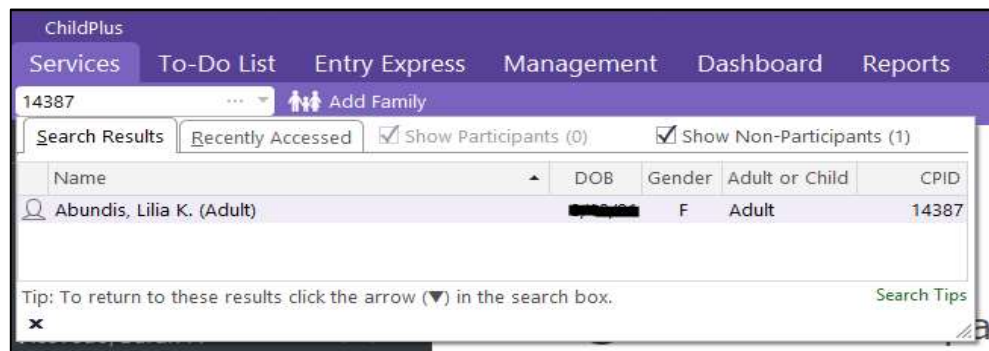
Follow these steps below if a volunteer who is classified as a parent/guardian or former parent/guardian if their In-Kind profile cannot be found the In-Kind Module following the steps covered in Section 3 Subsection B.

A. Locate the Adult in the Service Tab

To access or create an In-Kind Profile of a Parent/Guardian or Former Parent/Guardian you will lookup the adult using the ChildPlusID or Name.



Using the search toolbar you see on this tab below Services and enter the ChildPlusID of the adult located on the In-Kind Tracking Form and hit the enter.



Clicking on the adult's name and their profile will open up as a tab as shown below



From here select the Service Area **Application** and then select the adult **In-Kind** link. This will create and In-Kind Profile for the volunteer and take you to the In-Kind Module.

B. Address Missing or Need to be Changed

If the address is missing on a parent/guardian or former parent/guardian volunteer or is different from the In-Kind form please contact Data Compliance for assistance as we will make these changes to add the address or make the necessary changes.

▼ Address

☒ Living address is the same as the family's

Living Address

Address Line 2

City

State

Zip

County

TX

0

☐ Mailing address is same as living

☒ Mailing address is same as family's

Mailing Address

Address Line 2

City

State

Zip

TX

0

E-Mail

Phone Numbers

Add Phone Number

Edit Phone Number

Delete Phone Number

C. Classify Volunteer Description

Once an In-Kind profile has been created, classify the volunteer as a Parent/Guardian or Former Parent/Guardian according to the In-Kind Tracking Form

▼ Volunteer Information

Volunteer Description PIR

Agency or Business

Board Member

Community Volunteer

Former Parent/Guardian

Non-Parent

Parent/Guardian

Active

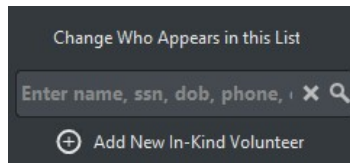
TB Test Result

5. How to create an In-Kind Profile for Other Volunteers other than Parents

Follow these steps below if a volunteer other than a parent/guardian or former parent/guardian cannot be found in the In-Kind Module following the steps covered in Section 3 Subsection B.

A. Add New In-Kind Volunteer

To add a new In-kind volunteer locate the option below the search toolbar on the bottom left corner of the screen.

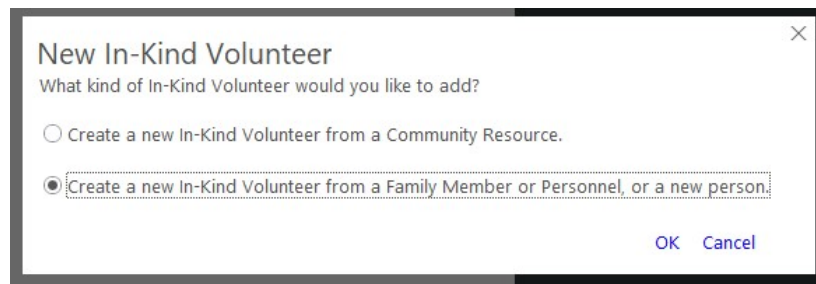


Change Who Appears in this List

Enter name, ssn, dob, phone, i x Q

+ Add New In-Kind Volunteer

If the volunteer being added is an individual select the option create a new In-Kind Volunteer for a Family Member or Personnel, or a new person as shown below and press ok.



New In-Kind Volunteer

What kind of In-Kind Volunteer would you like to add?

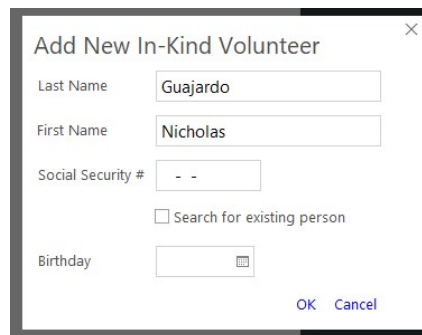
☐ Create a new In-Kind Volunteer from a Community Resource.

☒ Create a new In-Kind Volunteer from a Family Member or Personnel, or a new person.

OK Cancel

If the volunteer is an agency our business, please contact Data Compliance to add their In-Kind profile.

The Last and First Name is all that is need when prompted to add a new In-Kind volunteer in the ChildPlus system.



Add New In-Kind Volunteer

Last Name Guajardo

First Name Nicholas

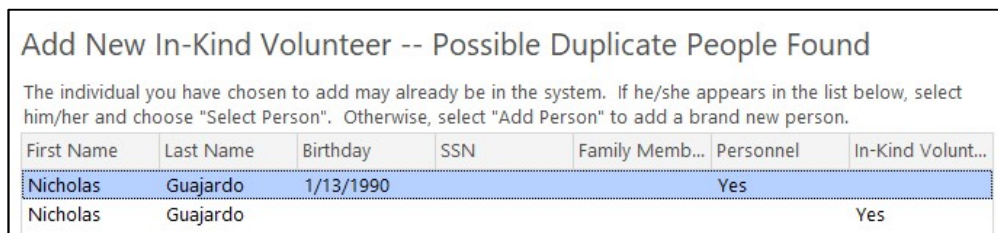
Social Security # - -

☐ Search for existing person

Birthdate

OK Cancel

ChildPlus may alert you if there is a possible duplicate person already in the system that may be the volunteer you are adding. To verify if the person is already in the system select the name click on the option **Select Existing Person**.



Add New In-Kind Volunteer -- Possible Duplicate People Found

The individual you have chosen to add may already be in the system. If he/she appears in the list below, select him/her and choose "Select Person". Otherwise, select "Add Person" to add a brand new person.

First Name	Last Name	Birthdate	SSN	Family Memb...	Personnel	In-Kind Volunt...
Nicholas	Guajardo	1/13/1990			Yes	
Nicholas	Guajardo					Yes

The staff will need to see if the information in the system matches the information on the In-Kind Tracking Form to determine if this is indeed the same person. If the staff concludes that it is not the same person then click on the option **Cancel Add** and follow the steps again to add a volunteer and when prompted, again click on the option **Add New Person**.




Contact Data Compliance for assistance as need on this if verification cannot be determined.

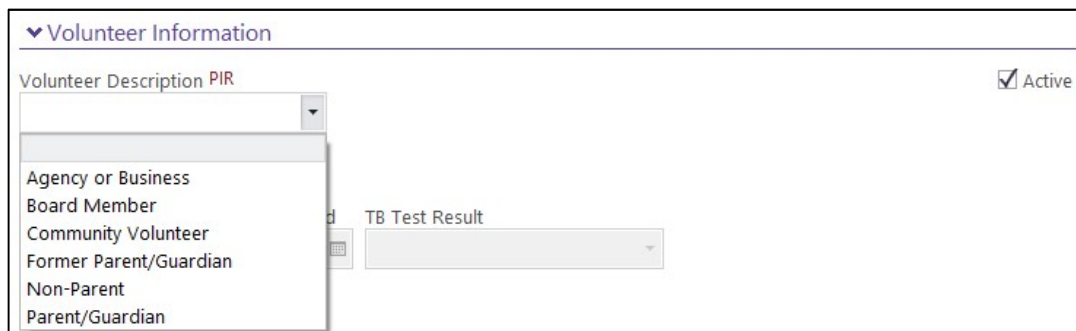
B. Adding the Volunteer Information

Once an In-Kind profile has been created for the volunteer the volunteer information will need to be recorded on ChildPlus.

The address will be recorded according to the In-Kind Tracking Form.



The Volunteer Description will be recorded according to the In-Kind Tracking Form.



Once this information has been inputted for the volunteer In-Kind profile transactions may be recorded according to Section 3 Subsection D.

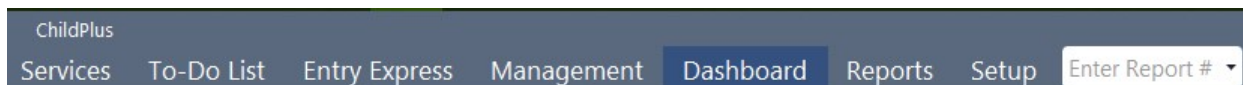
If the address cannot be added or modified, please contact Data Compliance for assistance to make the necessary changes.

6. Report 4315 – Monthly In-Kind Amounts (Dollars) Finance

The Finance Department can run monthly In-Kind reports using ChildPlus report 4315. Follow the steps below to generate the report by month by center or organization level.

A. Access the report

Access the report by typing "4315" on the **Enter Report #** Search bar on ChildPlus.



B. Report Criteria

Note you can customize your report with using these following criteria options:

- a) **Programs** – may select to run Head Start or Early Head Start at the same time
- b) **Sites** – may select particle sites to run a view In-Kind
- c) **Volunteer Description** – may select particular type of volunteer you want view
- d) **Service Type** – may select particular type of In-Kind you want to view
- e) **Grouping** – may group by sites or not
- f) **Type** – Detail will show each transaction Summary will sum all transactions
- g) **Volunteer Period** – Begin and End should be the start/end of the physical year
- h) **Report** – Dollars should be selected for this option only
- i) **Subtotal** – Service Type should be selected for this option only

Select a Report 4315 - Monthly In-Kind Amounts x

General Custom Filters Individuals

Programs ☐ All

☐ <NONE>

☐ Early Head Start

☒ Head Start (a)

Group By Agency ☐ Show Inactive Locations

Agencies ☒ All

☒ Ninos, Inc. Head Start

Sites ☒ All

☒ < No Site >

☒ Beacon Bay EHS-E11 (b)

☒ Beacon Bay HS-PA23

Classrooms ☒ All

☒ Ninos, Inc. Head Start - < No Site >

☒ < No Classroom >

☒ Beacon Bay EHS-E11

☒ < No Classroom >

Volunteer Description ☒ All

☒ A - Agency or Business

☒ B - Board Member (c)

☒ C - Community Volunteer

☒ F - Former Parent/Guardian

☒ N - Non-Parent

☒ P - Parent/Guardian

Service Area ☒ All

Service Type ☒ All

☒ C - (A) Classroom Activities \$15.50

☒ D1 - (I) Donation - Items/Supplies

☒ D2 - (J) Donation - Rental (d)

☒ NC1 - (B) Non Classroom Activities \$

☒ NC2 - (D) Parent Committee/Attend

Grouping

☐ None

(e) ☒ Site

☐ Classroom

☐ Page break after each group

Type

(f) ☒ Detail

☐ Volunteer Summary

☐ Summary

Volunteer Period

(g) Begin 4/1/19

End 3/31/20

Report

(h) ☒ Dollars

☐ Hours

Subtotal

(i) ☒ Service Type

☐ None

☐ Program

Once the options have been select click on **Preview** on the top right corner to generate the report.

C. Report Preview

The report will break down by center and each category of In-Kind that incurred for each month. Below is a preview of the generated report.

5/18/2019
4:55 pm
N2238

Ninos, Inc. Head Start
4315 - Monthly In-Kind Amounts
Programs: Head Start, Transaction Date: 4/1/2019 - 3/31/2020

Page 1
ChildPlus

Ninos, Inc. Head Start
Bonita Park HS-PA03

	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Total
(C) Parent/Child Activity \$15.50		\$6,572.00											\$6,572.00
(D) Parent Committee/Attend Train		\$972.00											\$972.00
Total	\$0	\$7,544.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,544.00

Report Totals

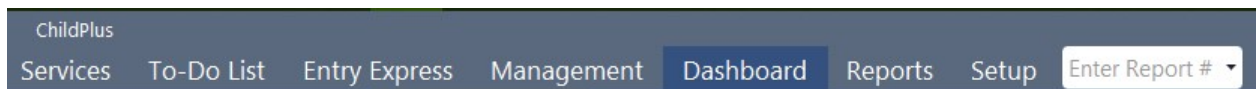
	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Total
Total	\$0	\$7,544.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,544.00

7. Report 4315 – Monthly In-Kind Amounts (Hours) Family Services

The Family Service Department can run monthly In-Kind reports using ChildPlus report 4315. Follow the steps below to generate the report by month by center or organization level.

A. Access the report

Access the report by typing "4315" on the **Enter Report #** Search bar on ChildPlus.



B. Report Criteria

Note you can customize your report with using these following criteria options:

- Programs** – may select to run Head Start or Early Head Start at the same time
- Sites** – may select particle sites to run a view In-Kind
- Volunteer Description** – may select particular type of volunteer you want view
- Service Type** – may select particular type of In-Kind you want to view
- Grouping** – may group by sites or not
- Type** – Volunteer Summary should be selected for this option only
- Volunteer Period** – Begin and End should be the start/end of the physical year
- Report** – Hours should be selected for this option only
- Subtotal** – None should be selected for this option

Select a Report 4315 - Monthly In-Kind Amounts x

General Custom Filters Individuals

Programs ☐ All

☐ <NONE>

☒ Early Head Start (a)

☒ Head Start

Group By Agency ☐ Show Inactive Locations

Agencies ☒ All

☒ Ninos, Inc. Head Start

Sites ☒ All

☒ < No Site > (b)

☒ Beacon Bay EHS-E11

☒ Beacon Bay HS-PA23

Classrooms ☒ All

Ninos, Inc. Head Start - < No Site >

☒ < No Classroom >

Beacon Bay EHS-E11

☒ < No Classroom >

Volunteer Description ☒ All

☒ A - Agency or Business

☒ B - Board Member

☒ C - Community Volunteer (c)

☒ F - Former Parent/Guardian

☒ N - Non-Parent

☒ P - Parent/Guardian

Service Area ☒ All

Service Type ☒ All

☒ C - (A) Classroom Activities \$15.50

☒ D1 - (I) Donation - Items/Supplies

☒ D2 - (J) Donation - Rental (d)

☒ NC1 - (B) Non Classroom Activities \$

☒ NC2 - (D) Parent Committee/Attend

☒ NC3 - (E) Policy Council \$12.00

Grouping

☐ None

(e) ☒ Site

☐ Classroom

☐ Page break after each group

Type

☐ Detail

(f) ☒ Volunteer Summary

☐ Summary

Volunteer Period

Begin 4/1/19

(g) End 3/31/20

Report

☐ Dollars

(h) ☒ Hours

Subtotal

☒ None

(i) ☐ Service Type

☐ Program

Once the options have been select click on **Preview** on the top right corner to generate the report.

C. Report Preview

The report will break down by center and volunteer and the amount of hours of In-Kind that incurred for each month.. Below is a preview of the generated report.

6/18/2019
5:31 pm
N2238

Ninos, Inc. Head Start
4315 - Monthly In-Kind Amounts
Programs: Early Head Start, Head Start, Transaction Date: 4/1/2019 - 3/31/2020

Page 1
ChildPlus

Ninos, Inc. Head Start
Bonita Park HS-PA03

	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Total
Aguayo-Garcia, Ana		16.00											16.00
Alonzo, Monica		18.00											18.00
Barrera, Estrella		16.00											16.00
Catache, Cecelia		16.00											16.00
Cepeda, April		16.00											16.00
Delgado, Xochilli		18.00											18.00
Diaz, Mariana		18.00											18.00
Fernandez, Maria		16.00											16.00
Garay, Yesenia		16.00											16.00
Gaspar, Judith		18.00											18.00
Gonzalez, Irma		18.00											18.00
Gonzalez, Santiago		18.00											18.00
Gutierrez, Amanda		16.00											16.00
Guzman, Julissa		18.00											18.00
Loya, Yamilux		16.00											16.00
Mendoza, Yesica		18.00											18.00
Miranda, Maribel		18.00											18.00
Mireles, Esteban		28.00											28.00
Perez, Sesley		18.00											18.00
Reyna, Santos		36.00											36.00
Rodriguez-Lozoya, Ana		18.00											18.00
Roel, Cindy		18.00											18.00
Saenz, Ruby		18.00											18.00
Saldivar, Daisy		18.00											18.00
Valdez, Cristina		18.00											18.00
Total	0	460.00	0	0	0	0	0	0	0	0	0	0	460.00

Report Totals

	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Total
Total	0	460.00	0	0	0	0	0	0	0	0	0	0	460.00

8. Document Donations: Rentals on the In-Kind Form

Donations: Rentals will be documented using the Professional In-Kind Tracking Form by the Finance Department monthly. The Fair Market Value of any operational center or building provided rent-free for the month will be recorded as In-Kind. Follow the steps below to complete the form.

A. Volunteer Information Requirements

The Volunteer Information (shown below) is required for all In-Kind Tracking forms. The name of the agency/business or owner of the property, the complete address of the location, selected the appropriate Volunteer Description, the Site and program as Head Start or Early Head Start.

Volunteer Information:			
Last Name	First	ChildPlusID (For Parents Only)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Living Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Volunteer Description (mark with an x)			
<input type="checkbox"/> Agency or Business	<input type="checkbox"/> Board Member	<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Former Parent/Guardian
<input type="checkbox"/> Non-Parent	<input type="checkbox"/> Parent/Guardian		
Site	Classroom (ID)	Program (mark with an x)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start	

B. Volunteer dates of donation for (Month & Year)

Write the Month and Year of when the in-kind time was donated, for example,
March 2019.

C. Document Fair Market Value

In the area provided (shown below) document the Total Fair Market Value of the Donation: Rental for the month.

Donations (42000)		
Code	Activity	Fair Market Value (Total)
(I)	Donation—Items/Supplies (Provide Description and Quantity below) Items/Supplies: _____ Quantity: _____ (\$_____/each)	
(J)	Donation—Rental	\$500

D. Certification of the In-Kind Form

Certification of the In-Kind Form will be determined as needed by the Finance Department for Donation: Rentals

9. Document Governing Board: (Board of Directors) on the In-Kind Form

Governing Board: (Board of Directors) In-Kind will be document using the Professional In-Kind Tracking Form by the Finance Department monthly. The hours a board member volunteers attending trainings or meetings will recorded as In-Kind. Follow the steps below to complete the form.

A. Volunteer Information Requirements

The Volunteer Information (shown below) is required for all In-Kind Tracking forms. All areas must be completed expected for the ChildPlus ID and Classroom ID for the Board Member. Board Member will be marked for the Volunteer Description, the site will be "NINOS Inc. Admin. Building" and program will be "Head Start".

Volunteer Information:					
Last Name	First	ChildPlusID (For Parents Only)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Living Address	City	State	Zip		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Volunteer Description (mark with an x)					
<input type="checkbox"/> Agency or Business	<input type="checkbox"/> Board Member	<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Former Parent/Guardian	<input type="checkbox"/> Non-Parent	<input type="checkbox"/> Parent/Guardian
Site	Classroom (ID)	Program (mark with an x)			
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start			

B. Volunteer dates of donation for (Month & Year)

Write the Month and Year of when the in-kind time was donated, for example,
March 2019.

C. Document Hours on Calendar

Document the hours in Column H for the Governing Board on the date provided.

Date	Hours (F)	Hours (G)	Hours (H)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
Total			

Date	Hours (F)	Hours (G)	Hours (H)
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
Total			

Date	Hours (F)	Hours (G)	Hours (H)
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

Use Quarter hours only to record hours of In-Kind:

1 hour = 1

45 minutes = .75

30 min. = .5

15 min. = .25

D. Document Total Hours for the Month

In the area provided (shown below) document the Total Hours for the month.

Governing Board (43000)		
Code	Activity	Hours
(H)	Governing Board: Individual participates in the agency's Board of Directors	2

E. Certification of the In-Kind Form

Certification of the In-Kind Form completed by the board member and Finance Department Staff.

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

10.Dropbox In-Kind

Electronic copy of the In-Kind forms are available in the In-Kind Dropbox folder. Form are organized in their respected center and classroom.