

In-Kind Checklist

(Each step must be performed monthly for In-Kind by classroom)

Step 1:

- Run and print out report F-0001 by classroom for your center

Step 2:

- Print out and complete In-Kind Forms for the month by classroom

Step 3:

- Attain all the necessary signatures on the In-Kind Forms

Step 4:

- Attached report F-0001 as the last page of the In-Kind Form for the classroom

Step 5:

- Scan the classroom's In-Kind forms into Dropbox

Step 6:

- Submit your In-Kind forms to Main Office