



PARENT/CHILD INCORPORATED

"A Family Oriented Corporation"

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Dr. Sharon M. Small, Chief Executive Officer

Meeting the In-kind Challenge

Guideline on allowable In-kind

An allowable in-kind is one that supports the program not individual families, and is a service/donation for which Head Start or Early Head Start funds would have been used if it had not been donated. The volunteer must be providing a service to and not receiving a service from the program for their contribution to be considered an in-kind. (There are restrictions on what a program can purchase with Head Start and Early Head Start funds, and therefore restrictions on what is allowable in-kind. If you have any questions, please call the Parent Involvement and Volunteer Services Office.)

Allowable In-Kind

Volunteering at the center
Volunteering on the bus
Volunteering on a field trip
Preparing materials for classroom away from the center
(Cutting, assembling, writing, gluing, sorting, etc...)
Gathering community resources for other parents
Attending Policy Council Meetings
Attending Parent Committee Meetings
Donated goods (a receipt will be needed)
Unpaid speakers at Parent Committee Meetings who do not
receive federal funds for conducting such presentations
Monetary donations for the center
Show-and-tell of items made a home with parent's help
Home projects brought back to center and displayed on wall
Candies or food items brought and consumed at center
by children

Not In-Kind

Drives/donations which benefit individual children or families
Home projects NOT brought back and used in the classroom
Attending social events or functions (i.e., graduations, parties)
Parents attending trainings or orientations
Door prizes for meetings
Christmas gifts for children
Speakers who do not typically charge for this service and who
receive federal monies to conduct such presentations
Monetary donations to benefit children or families and not the
center

SAMPLE

Meeting the Challenge

Week 1

Monday = Volunteered at center: welcomed children, washed their hands for breakfast, and read to them, etc... = 2 hours
Tuesday = Collected magazines and cut material for classroom project, etc... = 2 hours
Wednesday = Assist with other parents in making a cabin for classroom out of newspaper and butcher paper, etc... = 3 hour
Thursday = Assembled home project and sent it back to be used in the center = 2 hour
Friday = Washed your child's linens at home = 1 hour
TOTAL WEEK HOURS = 10 HOURS

Week 2

Monday = Attended Parent Center Committee Meeting = 2 hours
Tuesday = Donated potting soil for a classroom project = Store receipt for \$14 = 2 hour
Wednesday = Sorted material for classroom = 1 hour
Thursday = Volunteered to assist setting-up for Bonus Bucks = 4 hours
Friday = Washed your child's linens at home = 1 hour
TOTAL WEEK HOURS = 10 HOURS

Week 3

Monday = Prepared 2 sock puppets for classroom project = 2 hour
Tuesday = Cut glued and assembled classroom material = 2 hours
Wednesday = Family member volunteered at center by reading to children = 1 hour
Thursday = Assembled home project and sent it back to be used in the center = 2 hour
Friday = Washed your child's linens at home = 1 hour
TOTAL IN-KIND HOURS FOR WEEK = 8 HOURS

Week 4

Monday = Cut and assembled children's activity packet for field trip = 2 hours
Tuesday = Assisted with preparation of breakfast for children = 2 hours
Wednesday = Attended field trip with children = 4 hours
Thursday = Family member volunteered at the center = 3 hours
Friday = Washed your child's linens at home = 1 hour
TOTAL IN-KIND HOURS FOR WEEK = 12 HOURS

TOTAL IN-KIND HOURS FOR MONTH = 40 HOURS