

1. Check to indicate whether volunteer/donor is "**Agency/Business**", "**Parent**" (current Head Start parent/guardian), "**Former Parent**" (former Head Start parent/guardian), "**Non-Parent**", "**Sibling**" (brother/sister of enrolled Head Start child)
2. Enter **Volunteer's Date of Birth**. (Not necessary for Agency/Business.)
3. Check to indicate whether or not volunteer/donor is the **enrolled Head Start child's Father/Father Figure participating** in a "**Father/Father Figure Related Activity**".
4. Enter enrolled **child(ren)'s name(s)** volunteer is associated with.
5. Enter Center "**Name**" to receive credit for time/donation.
6. Circle **Class** to receive credit for time/donation. (If more than one class, leave blank.)
7. **PRINT CLEARLY Volunteer/Donor Name (LAST NAME, FIRST NAME)**.
NOTE: If "Agency/Business", print NAME OF AGENCY, BUSINESS, ORGANIZATION, ETC., NOT THE NAME OF THE INDIVIDUAL PERSON SIGNING THE FORM REPRESENTING THE AGENCY, BUSINESS, ORGANIZATION, ETC.
8. Record weekly dates for **beginning/ending period**, i.e. **7-02-11** to **7-8-11**. **Remember**, the dates cover **Saturday through the following Friday**.
9. Enter **DATE** of week i.e. 1, 2, 3, 4, 5, etc.
10. On appropriate day, **RECORD TIME IN/TIME OUT FOR VOLUNTEERS WHO VOLUNTEER 8 HOURS OR MORE PER WEEK ON A REGULAR BASIS.**
11. Record the number of hours volunteered on the appropriate day in the appropriate area.
NOTE: .25 = 15 minutes; .50 = 1/2 hour; .75 = 45 minutes; 1 = 1 hour

Current rate is **\$10.34** per hour including fringes. (Refer to #17 & 18 below if hourly rate is greater than \$10.34).
12. Circle applicable **initial** for **home visit** (**ED=education; SS=social service**)
13. **Total # hours** for each line across and down -- these totals should match.
- 14, 15, & 16. Describe **reason** space was donated. Enter **rate** space is rented for. (If a public place used by general public at no charge, cannot claim) Enter **quantity of hours** space was donated.
17. & 18. On appropriate day, enter **Rate** and **Quantity** for volunteers donating at a higher rate than \$10.34 per hour such as dentist donating dental work; carpenter donating carpentry work; etc. In space provided for "**Explanation/Comments**", **explain service performed** and **justification for higher rate of pay**. **Include occupational title of volunteer.**)
19. If mileage is donated, enter the **quantity** of miles under the appropriate day.
- 20, 21, 22 & 23. Enter **Date, Quantity, Description, & Value** (reasonable) of any **allowable** materials donated.
24. Site Manager initials to indicate she has reviewed form prior to data entry to **check for accuracy, allowability, and that dates and signatures are present and correct.**