

1. Check to indicate whether volunteer/donor is "**Agency/Business/Community**", "**Parent**" (current Head Start parent/guardian), "**Former Parent**" (former Head Start parent/guardian), "**Non-Parent**" (relative of enrolled Head Start child), "**Sibling**" (brother/sister of enrolled Head Start child)
2. Enter **Volunteer's Date of Birth**. (Not necessary for Agency/Business/Community.)
- 3 & 4. Circle whether volunteer/donor is "**Male**" or "**Female**" **and** circle whether or not volunteer/donor is "**Father/Father Figure**" to enrolled Head Start child.
5. Enter enrolled **child(ren)'s name(s)** volunteer is associated with.
6. Enter Center "**Name**" to receive credit for time/donation.
7. Circle **Class** to receive credit for time/donation. (If more than one class, leave blank.)
8. **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.
9. Record weekly dates for **beginning/ending period**, i.e. **7-04-09** to **7-10-09**. **Remember**, the dates cover **Saturday through the following Friday**.
10. Enter **DATE** of week i.e. 1, 2, 3, 4, 5, etc.
11. On appropriate day, **RECORD TIME IN/TIME OUT FOR VOLUNTEERS WHO VOLUNTEER 8 HOURS OR MORE PER WEEK ON A REGULAR BASIS.**
12. 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).
13. **Circle** applicable **initial** for **home visit** (**ED**=education; **SS**=social service)
14. **Total # hours** for each line across and down -- these totals should match.
- 15, 16, & 17. 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.
18. & 19. 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.**)
20. If mileage is donated, enter the **quantity** of miles under the appropriate day.
- 21, 22, 23 & 24. Enter **Date, Quantity, Description, & Value** (reasonable) of any allowable materials donated.
25. 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.