

<b>Policy Number:</b> F 007	<b>Title:</b> In-Kind & Volunteer Valuations
<b>Performance Standard:</b> <b>1303.4</b>	<b>Original Date:</b> 3/2007
	<b>Policy Council Approval/Revision:</b> 3/2007 1/2018 <b>BOE Approval:</b> 1/2018

**POLICY:**

McPherson/Marion County Head Start welcomes the requirement to recruit, document, and track a 20% match to the federal grant that is received each year. In-kind will be accepted based on need for the program, valued according to realistic standards, and will be documented into ChildPlus tracking system in order to correctly report amounts and totals for the year.

**PROCEDURE:**

Persons volunteering in the classroom or office areas

Parents and community members are encouraged to volunteer in the classrooms and/or office areas. Upon entry the volunteer will sign in on the In-kind sheet provided by the office and document the amount of time spent as well as the activity. Hourly In-kind amount will be based on the USD 418 classified employee entrance level hourly rate equal to that of a Head Start teacher assistant without a college degree.

Professionals volunteering time and/or services

Professionals in the community are encouraged to volunteer for the program by providing in class, at parent event, or in the community services to children and families in need. Hourly In-kind amounts will be based on the professional's hourly rate and documented by a signed statement (In-kind form) by the professional.

Policy Council member participation

When participating in Policy Council or council level of decision-making, the hourly rate will be equal to that of the hourly rate for the current year for the Head Start Director.

School Board member participation

When participating in BOE meetings or meetings related to Head Start Policy council, the hourly rate will be equal to that of the hourly rate for the current year for the Head Start Executive Director.

Executive Director, Superintendent, Assoc Superintendent

Participation in activities needed or relating to the program will be documented as In-kind based on the yearly salary rate of the employee divided per total student count as of 9/20 each year.

Transportation -Currently NA 1/2018-Transportation is not provided

District Superintendents will be asked to document the amount of In-kind donation required in order to provide student transportation to and from Head Start classrooms. This will include the following: driver salary, monitor salary, fuel cost, insurance costs, additional parts and maintenance as required operating vehicles.

Gifts

Monetary: Persons donating money to the program will be recognized and thanked via a personal note or message. Dollar amounts will be documented.

Other: Items donated to the program will be used within the program and will be accepted based on need for the program. Valuation will be based on input from the donator or the fair market value if the item(s) were to be purchased.