

# Monthly In-Kind Pre-Submission Check Sheet

To be completed by supervisors and/or managers verifying their staff's submissions.

By signing this form you are verifying that you have reviewed the attached documents for the following:

- ☐ Correct form is used
- ☐ Name of volunteer(s) is legible and correct.
- ☐ Type of volunteer has been indicated on form.
- ☐ Date, time and task completed are provided on the form.
- ☐ Services provided are allowable.
- ☐ The appropriate center and classroom are written on the form.
- ☐ Dated and signed by volunteer.
- ☐ Dates and signed by appropriate staff member.

Put all in-kind documents for the month together in the order listed below, paper clip together and route to the Data Management Coordinator no later than the 5<sup>th</sup> of every month. If the 5<sup>th</sup> falls on a Saturday, it is due the day prior. If the 5<sup>th</sup> falls on a Sunday, it is due the following Monday.

DO NOT staple documents together.

1. Auditor's Copies
2. Parent In-Kind
  - Classroom Volunteer
  - Non-Classroom Volunteer
  - Home Activity Sheet (make sure sheets for each child are grouped together)
  - Home Activity Calendar (make sure sheets for each child are grouped together)
  - Parent/Staff Contact – Home Visit
  - Parent Meeting Sign Ins
  - Parent/Staff Contact—Center Visit
3. Community In-Kind
  - Classroom Volunteer
  - Non-Classroom Volunteer
  - Group Sign Ins
4. Professional In-Kind
  - Classroom Volunteer
  - Non-Classroom Volunteer
  - Non-Parent Meeting Sign Ins
  - Reduced Rate Professional Services
5. Donated Mileage Logs
6. Supplies
7. Room Rent Donations

Center \_\_\_\_\_

Classroom \_\_\_\_\_

Month/ Year \_\_\_\_\_