

**NUECES COUNTY COMMUNITY ACTION AGENCY BIRTH-TO-FIVE HEAD START
PROGRAM NON FEDERAL SHARE FORM**

The Nueces County Community Action Birth-to-Five Head Start Program is a federally funded program administered by the Department of Health and Human Services, Administration of Children and Families. For every Federal dollar, the program is required to generate \$.25 of community support, which may include in-kind contributions such as volunteer hours and/or donations. This form is used to document and certify non-federal in-kind contributions. Thus, it is very important that all requested information is completed and signed by the volunteer/donor. ***Participation of parents in any program activity must be voluntary and participation is not a requirement for enrollment.*** We appreciate your contribution and support of the Birth-to-Five Head Start Program. *****It is a federal offense to knowingly submit falsified information for the purpose of meeting in-kind requirements*****

Volunteer/Donor Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Child's Name: _____ Center/ Classroom: _____

Check One: Parent/Guardian Grandparent Former Parent Professional Other (Specify): _____

Date	Home Activity Description (0.5 hours./day)	Time
Total Time		

Date	Volunteer Activity Description	Time In	Time Out	Total Time
Total Time				

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Date	Reading Log Description (10 min./day)	Total Time
	Total Time	

Date	Ready4K Activity Description (15 min./day)	Total Time
Wednesday		
Friday		
	Total Time	

Date	IMIL - I'm Moving, I'm Learning Activity Description (0.5 hours./day)	Total Time
	Total Time	

Volunteer Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Entered by: _____

Date: _____

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VOLUNTEER ACTIVITIES AND IN-KIND ALLOCATIONS		DISALLOWED ACTIVITIES
Assisting Teaching Staff in Classroom: 1 hour per hr donated.	Preparing Classroom Materials at Home: 30 minutes/item.	~ Fundraising ~ Adult Literacy Classes ~ Paid Services ~ Mileage ~ Transportation
At Home Activities Related to Curriculum: .5 (30 minutes per day)	Calling Parents: 1 hr	
Participating in Field Trips: 1 hr per hr donated	Office Assistance: 1 hr per hr donated.	
Attending Meetings/Trainings: 1 hr per hr donated	Washing towels, etc. 2 hrs	
Preparing Bulletin Boards at Home: 3 hrs	Recruitment Efforts: .5 (30 minutes per day)	

Performance Standard:

1303.4

Purpose:

The Nueces County Community Action Agency Birth-to-Five Head Start Program is a federally funded program administered by the Department of Health and Human Services, Administration of Children and Families. For every Federal dollar, the program is required to generate \$.25 of community support, which may include in-kind contributions such as volunteer hours and/or donations. *This form is used to document and certify non-federal in-kind contributions. Thus, it is very important that all requested information is completed and signed by the volunteer/donor.*

Procedures:

In a weekly basis, the teaching staff collects the forms, check for accuracy and turn them into the Family Advocate. Family Advocate receives the in-kind forms, puts them into alphabetical order by classroom, and submits them to the FCP Department.

Instructions:

- Non-Federal Share Form must be completed in blue or black ink. If a mistake is made filling out the form, put one line through the mistake along with the initials of the person correcting the mistake.
- The demographic information must be completed, with no blanks, by the parent/volunteer (unless the volunteer is not capable of doing so; in that case, staff will assist on filling the form). This section may be completed one time; then, copies of the form can be made for the convenience of the volunteer. Update as the volunteer's information changes.
- The parent/volunteer completes the date, time and **Home Activity Description** as provided from the Home Activities Calendar given by the teaching staff. The Staff completes the total time at the bottom of the column. **Note: Only one (1) Home Activity is allowed per day and with a maximum time of .5 hours.**
- The parent/volunteer completes the date, the **Volunteer Activity Description**, and the Time In and Time Out. The parent/volunteer completes the total time for each activity and totals the time at the bottom of the column.
- The parent/volunteer completes the date and the **Reading Log Description**. The parent/volunteer completes the total time for each activity and totals the time at the bottom of the column. **Note: Only one (1) Reading Log Activity is allowed per day, six (6) days a week and with a maximum time of 10 minutes each day.**
- The parent/volunteer completes the date and the **Ready4K Activity Description** as provided by the text messages on Wednesdays and Fridays. The parent/volunteer completes the total time for each activity and totals the time at the bottom of the column. **Note: Only one (1) Ready4K Activity is allowed per day (Wednesday and Friday ONLY) and with a maximum time of 15 minutes each day.**
- The parent/volunteer completes the date and the **IMIL Activity Description** as provided by the Choosy Activity Calendar. The parent/volunteer completes the total time for each activity and totals the time at the bottom of the column. **Note: Only one (1) IMIL Activity is allowed per day and with a maximum time of .5 hours.**
- The parent/volunteer signs and dates the in-kind form at the end of each week. The Staff receives and reviews the in-kind form for any errors, signs and dates and turns the forms into the Family Advocate.
- The Family Advocate receives and reviews the in-kind forms for any errors and will organize the in-kind forms in alphabetical order by classroom.

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- The Family Advocate will submit the in-kind forms to the FCP Department.
- The FCP Specialist will enter the in-kind forms into the database system and/or the Family Advocate assigned to help that week. Ideally, the in-kind should be entered in the month it occurs; however, it can be entered in a subsequent month(s) if circumstances warrant delayed entry.
- A hard copy of the in-kind report along with all of the in-kind forms for the month will be put in the in-kind filing cabinet.
- **It is a federal offense to submit falsified information, by staff or volunteers, with the solely intention of meeting in-kind requirements.**