



Olympic ESD 114 Head Start/ECEAP/Early Head Start CLASSROOM VOLUNTEER SIGN IN SHEET

For: Parent and Community Volunteers

Due: Last day of each month

Give to: Supervising Coordinator Assistant

Purpose: Document In-Kind Volunteer Services performed within the classroom during class time

This form should be used for parent volunteers in the classroom. For Foster Grand Parents and outside classroom assignments please use Volunteer time sheet. All information should be filled out including activity (please do not use “play with kids”). Activity should be specific such as: circle time, help with lunch or dramatic play. Legibility is very important, if it cannot be read it will not be counted. If the person volunteering in the classroom is not a parent of an enrolled child they must complete the regular volunteer procedure and be entered into PROMIS (by someone other than the Internal Accountant).

Instructions:

1. Volunteer completes name (please print), date, time in, time out, activity and initial the final column.
2. Multiple volunteers can sign in on this sheet; it may last for a day, a week or a month depending on # of volunteers. Please do not have more than one month’s dates on form.
3. A single sheet for field trips works well.
4. At the end of the month or when sheet is full (whichever is first) a Direct Service Team Member signs lower left corner and forwards to site coordinator assistant who signs in lower right corner.
5. The activity should be as descriptive as possible DO NOT USE “PLAY” please have volunteers use “help with lunch”, or “circle time” or “dramatic play” etc. It must be an allowable activity not a Parenting duty.

Policy Clarifications

OHS – PC – A – 013

How should a Head Start program value parent volunteer time for purposes of claiming non-federal share?

The value of the time should be equal to what it would have cost the program to employ someone to do the task for which the parent had volunteered. (It is important to note that for something to be allowable as non-federal it needs to be something for which grant funds could have been used). For example, if a parent is volunteering in the classroom, that parent is, in effect, functioning as a second teacher assistant and the average hourly rate for an assistant in that program (salary and benefits) would be a reasonable charge. Programs must ensure that all parent volunteer time is adequately documented

Requirement: 2 CFR 215.23(d); 45 CFR 92.24 (c)