



## **Olympic ESD 114 Head Start/ECEAP/Early Head Start**

### **VOLUNTEER TIME SHEET PROCEDURES**

- For: Parent and Community Volunteers
- Due: Last Day of Each Month
- Give To: Supervising Coordinator Assistant
- Purpose: Document In-Kind Volunteer Services performed outside of the classroom or Foster Grandparents not for periodic parent volunteers in the classroom.

This form should be used for foster grandparents or parents taking classroom tasks home to complete (non-child related).

#### INSTRUCTIONS:

1. Volunteer completes name, phone number, site and day/month of reporting period. Please note if they are a foster grandparent.
2. Complete the date of volunteer service, time-in and time-out, total number of hours, activity and if appropriate. All information should be filled out including activity (please do not use “play with kids”)
3. A member of the Direct Service Team initials the time sheet for each day.
4. At the end of the month, or when the Time Sheet is filled, a Direct Service Team member signs at the bottom, and then site coordinator assistant signs.
5. The Volunteer Time Sheet is submitted by Internal Accountant to be counted as Head Start or Early Head Start in-kind; ECEAP Volunteer Time Sheets are kept if needed.

6. Please **do not** use this form for classroom volunteers during class time. Use only for outside of classroom activities or Foster Grandparents. For classroom class time volunteers use “Classroom Volunteer Sign-In sheet”.

### 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)

OHS – PC – A – 057

Can a Head Start program use the total value of volunteers from the Foster Grand Parent program as non-federal share?

No. A program should calculate the value of the time volunteered by a foster grandparent by determining the fair market rate for the type of work being done by the grandparent at the Head Start program (salary and fringe benefits) and subtracting from that rate the reimbursement being given that foster grandparent for the time he or she is volunteering at the Head Start program. A foster grandparent for example is doing work that is valued at \$10 per hour and who is given a stipend equal to \$1 per hour may be charged as non-federal share at a rate of \$9 per hour.

Requirement

45CFR 74.23; 45 CFR 92.24