

MEMO TO: All employees

FROM: Hugh G. Rosenberg

RE: In-kind contributions

We are experiencing increasing difficulties with the claiming and documentation of our local share. This has not been a major problem until now because we have had more local share than the 10% required. However we very likely will be forced to go to a 20% share in 1968, and any excess share now will be used to meet that need.

Recently we have not claimed a number of items we could have. This is happening in all programs.

Please use the following guidelines in all cases:

1. Complete a voucher on all volunteered or donated items. The accountant will determine which are valid and which aren't.
2. Be sure to complete columns for: qty., description/values, acct. number, and total value. Get donor's signature!
3. Turn in to Program Director for review and submission to Administrative Office on the last working day of each month.
4. Each program should keep a list or ledger of in-kind and this should be checked each month to insure that nothing has been missed.

Attached is a list of in-kind sources; please check this against your own program to make sure you are not missing something and add any items not already listed. I have also attached the new OEO standard for evaluation of volunteer time.

HGR/pm

IN-KIND LIST

Space costs

- rent
- janitor service
- utilities
- repairs and improvements

Volunteer time

- training
- consultation (professionals)
- program work (Doctors, nurses, lecturers, resource)
- aides
- transportation

Transportation

- mileage
- vehicle rental

Supplies

- programs (medical, fabric, etc.)
- consumable
- classes (books, etc.)
- maintenance and repair

Equipment

- furniture
- program (films, projectors, welders, tools, etc.)
- machines

Services

- printing, duplicating