



430 Main St, 1<sup>st</sup> Floor  
 Johnstown, PA 15901  
 Phone: (814) 532-5049  
 Fax: (814) 536-5764

### In-Kind Report Form

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Date	Mileage	Hours	Misc. Costs	Explanation of Activity

**Total Miles** \_\_\_\_\_ x \$ **.445** = \$ \_\_\_\_\_

**Total Hours** \_\_\_\_\_ x \$ **18.04** = \$ \_\_\_\_\_

**Total Miscellaneous Expenses** = \$ \_\_\_\_\_ **Grand Total:** \$ \_\_\_\_\_

In-kind documentation enables the Stream Team to assign a dollar value to the work being done by our volunteers. As a non-profit organization, the Stream Team is often required to “match” funding from state, federal, and private grant agencies. Your contributions of time and the use of your vehicle, whether for water sampling or meetings you attend, are considered in-kind contributions. We would like to keep track of your time and mileage so that the dollar amount can be reported as matching contributions in our grant-writing process. In-kind contributions also help inform prospective granting organizations of community involvement and interest in our organization.

In the table above, please indicate the date of collection, the total number of miles accumulated on your vehicle for that date, the total number of hours spent traveling and collecting, other expenses incurred as a result of your volunteering efforts, and a brief explanation of that date’s activities. At the bottom of the table, add the total number of miles from all the days and then multiply that number by \$.445 (the current government rate for mileage reimbursement). Then, add the total number of hours from all of the days and multiply that by \$18.04 (the most recent (2005) estimated value of volunteer time as published by Independent Sector). Any other expenses should also be added and totaled. An electronic version is available in Microsoft Excel to perform calculations for you.

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