Minutes to hours

|  |  |
| --- | --- |
| 5 min  | 0 |
| 10 min | .25 |
| 15 min | .25 |
| 20 min | .25 |
| 25 min | .50 |
| 30 min | .50 |
| 35 min | .50 |
| 40 min | .75 |
| 45 min | .75 |
| 50 min | .75 |
| 55 min | Round to next hour  |

|  |  |
| --- | --- |
| .1 | 6 |
| .2 | 12 |
| .3 | 18 |
| .4 | 24 |
| .5 | 30 |
| .6 | 36 |
| .7 | 42 |
| .8 | 48 |
| .9 | 54 |

|  |  |
| --- | --- |
| .0 -- .16 | 0 |
| .17 -- .41 | .25 |
| .42 -- .66 | .5 |
| .67 -- .91 | .75 |
| .92 -- .99 | 1 |

Donated Articles

Donated articles must be items that will either

* Be used in the classroom
* Extend the curriculum into the home
* Allow the children to participate in the program

Values of donated articles should be based on

* Price tags if still on the items
* Receipts if they accompany the items
* Salvation Army Value guide for Donations (eastern territories) (WEEBLY)
* Proof of cost i.e. donated hockey tickets should include a copy of the tickets w/ price clearly marked on stub or internet printout of receipt.

\*Additionally, the above would need SNHS, INC. Individual In-Kind form completed and signed by person donating items.

Foster Grandparent/Granite State Living/Other Stipend Volunteers

* Each volunteer should have their own sign in form (Volunteer/Practicum students/Foster Grandparent In-Kind Hours)
* Subtract the hourly stipend received by the volunteer from our standard volunteer rate to get the allowable hourly In-Kind rate. i.e. $10.49 (less $5.00 stipend)= $5.49 is the allowable rate.
* Include the mileage if the volunteer is providing their own transportation.

What Should I be looking for?

Most Importantly

1. All In-kind Sheets should be dated.
2. Family Members First and Last name should be on the form.
3. All sheets should have a signature.
4. In-Kind hour should not be pre filled by staff.