

**Redwood Community Action Agency  
Straight Up AmeriCorps  
In-Kind Frequently Asked Questions**

Please call Meredith VandenBranden at 269-2019 if you have a question that is not answered below.

In Kind Form FAQs:

**Can I project what my in-kind contribution will be?**

No. Although the previous in-kind form allowed for projections, we can no longer accept in-kind projections. Please submit in-kind amounts “after-the-fact” only. You must be able to provide back up documentation upon request for up to 3 years.

**What kind of documentation is necessary and what can I use for in-kind contributions?**

Keep time records to document supervision and pay scale. Base your pay scale on the total compensation package. Keep receipts to document any purchases. Include crafts, snacks, access to computer, utility bills. You can consider administrative costs as indirect costs, or a percentage of your overall in-kind.

**Can we use the hours on the back side of the time sheet for staff/supervision?**

The hours on the back of the member’s time sheet are “site training hours” and should be recorded in the “training” category on the in-kind form.

**Are financial statements enough documentation for staff/supervision?**

No. A check receipt is needed.

**Do staff meetings count toward the staff or training hours?**

You can count staff meetings toward the “staff” category, or the “training” category, but not both.

**What is the minimum in-kind amount in each category?**

Number of Members	0.5	1	2	3	4	5
Staff	\$ 92.50	\$ 185.00	\$ 370.00	\$ 555.00	\$ 740.00	\$ 925.00
Supplies	\$ 57.50	\$ 115.00	\$ 230.00	\$ 345.00	\$ 460.00	\$ 575.00
Training	\$ 32.50	\$ 65.00	\$ 130.00	\$ 195.00	\$ 260.00	\$ 325.00
Evaluation	\$ 14.67	\$ 29.33	\$ 58.67	\$ 88.00	\$ 117.33	\$ 146.67
Administration	\$ 67.50	\$ 135.00	\$ 270.00	\$ 405.00	\$ 540.00	\$ 675.00