

## **BoFEP In-Kind Donation Form**

### **Definition: In-Kind contribution**

An in-kind “contribution” is a donation or gift of time, internal fiscal resources, expertise, use of facilities, project sponsorship, equipment, or other comparable donations without charge, that are equal to direct financial contributions from one or more partners.

The estimation of in-kind value is based on one’s own best judgment. Please complete the attached contribution form on a yearly or quarterly basis and forward to the BoFEP Treasurer, 25 Hanover Court, Halifax, Nova Scotia, B3M 3K7.

## BoFEP - In-kind Donation Form

- Covering time period:  Full year (Apr. 1, 2006 – Mar. 31, 2007)  
 Apr. 1, 2006 - June 30, 2006  
 July 1, 2006 - Sept. 30, 2006  
 Oct. 1, 2006 - Dec. 30, 2006  
 Jan. 1, 2007 - Mar. 31, 2007

### A. Donated time and value

**Time in hours      Dollar value**

a) Meeting preparation: (background research; preparation of reports; presentations, etc.)

\_\_\_\_\_

b) Meeting/Workshop attendance

\_\_\_\_\_

c) Committee/Working Group projects, activities, tasks

\_\_\_\_\_

d) Proposal/contract development/supervision

\_\_\_\_\_

e) Other (please describe)

\_\_\_\_\_

\_\_\_\_\_

**Total:**

\_\_\_\_\_

### B. Donated services/sponsorship

**Value in Dollars**

a) Office services/supplies  
(telephone, postage, printing, photocopying, etc.)

\_\_\_\_\_

b) Facility use/rental

c) Travel

i) Accommodation

\_\_\_\_\_

ii) Meals

\_\_\_\_\_

iii) Associated fees (taxi, tolls, gas, flight, bus, registration, etc.)

\_\_\_\_\_

d) Project sponsorship (donation of personnel; funding match, contracts, other sources of funding, etc.)

\_\_\_\_\_

e) Other (please describe)

\_\_\_\_\_

\_\_\_\_\_

**Total:**

\_\_\_\_\_

Your Name and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_