

## **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,  
287 Boutilier's Cove Road  
Hackett's Cove,  
NS B3Z 3J6

## 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

<b>A. Donated time and value</b>	<b>Time in hours</b>	<b>Dollar value</b>
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)	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total:</b>	_____	_____

<b>B. Donated services/sponsorship</b>	<b>Value in Dollars</b>
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)	_____
_____	_____
_____	_____
<b>Total:</b>	_____

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

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

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