Bear River Head Start
Activity/Socialization/Field Trip
In-Kind Form

*please use separate sign in sheets for attendance and CACFP

PHS _____ EHS ___X_____

Date: 04/15/2026 **Location:** __Larson-Sant Library_____

Activity _____ **Field Trip** _____ **Socialization** _____X_____

(Please mark one)

Start Time: _10:00am **End Time:** _12:00pm **Total Minutes:** __120_____

Parent *Padres* *Please list one adult per line. *Por favor, indique un adulto por línea.*	**# of Kids** *# de niños*	**How Parent Assisted staff** *Como el padre ayudo al Personal de HS/Empleados*	**Time Assisting** *Tiempo Ayudando*	**Preparation Time** *Horas de Preparación*	**Mileage (round trip)** (*Not reimbursed by BRHS*) *Millas alrededor Viaje* (*No reembolsable por BRHS*)	**Travel Time** *Tiempo de transporte a la reunión/actividad*
		**If time assisting is counted, a description is needed. This is anything we would otherwise pay Head Start staff to do.		**Examples – Reminder calls, set up or prepare activity.	**If parents traveled together, mileage can only be counted once. **If parents list mileage here, they cannot be reimbursed for it.	
John Doe	2				15	30 min.
Jane Smith	1				2	5 min.

Total # of kids in attendance: __3_____

*Countable In-Kind time for Parent **time assisting** with meeting or activity, setting up, preparing or serving food, cleaning up, helping with the activities or in any other way being an assistant. Some Parents may be counted as assistants the whole time depending on the number of assistants required based on the adult/child ratio according to age and developmental appropriateness/performance standards and licensing requirements

*Countable In-Kind time for **preparation time** includes calling other parents, finding location, activity prep, etc.

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Totals: **Total # of Adults:** _2____

Total In-Kind Minutes: __275___ **Total In-Kind Miles:** __17_____

x Minutes of Activity, etc.: __120___

= Total Activity, etc. Minutes: _240_____

Staff Signature: _____

+ Time Assisting in Minutes: __0_____

Staff in Attendance: _____

+ Preparation Time in Minutes: __0_____

_____

+ Travel Time in Minutes: __35_____

Staff Comments: _____

_____