

## Calculation of In-Kind Contributions

*Directions: Use this tool to calculate the amount and value of in-kind contributions and services that your organization will provide to the DCPS afterschool program. You will need the total amount so that you may cite it on your donation agreement.*

\$ \_\_\_\_\_ **GOODS AND SUPPLIES**

Calculate the fair market value of each item—what it would cost you to purchase it.

\$ \_\_\_\_\_ **EQUIPMENT**

Calculate the fair market value. Check with an equipment rental company to find out what it would cost you to rent similar equipment.

\$ \_\_\_\_\_ **PERSONNEL SERVICES**

You can calculate the value of that staff by dividing their combined annual salary by 2,080 (the number of hours in a 52-week work year) to obtain the hourly rate, then multiplying by the number of hours of service. The result is the value of their in-kind contribution.

For volunteers, there are two ways that you can calculate the value of their efforts. For nonprofessional volunteers, use the minimum wage and multiply by the number of hours served. For professional volunteers, use the same formula that you would for personnel services.

\$ \_\_\_\_\_ **OTHER**

Often, partners will do mailings, make copies, and send staff to meetings. All of these are in-kind contributions. Be sure to count them.

\$ \_\_\_\_\_ **TOTAL IN-KIND CONTRIBUTIONS**