

**REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES**

Chapter TP 8-225

**Redding Rancheria Head Start
Volunteer Valuation and Donation Rates**

October 9, 2012

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-225
Head Start Volunteer Valuation and Donation Rates

Index

<u>Text</u>	<u>Page</u>
SECTION 1: PURPOSE	2
SECTION 2: BACKGROUND AND INTENT	2
SECTION 3: DEFINITIONS	2
SECTION 4: DELEGATED AUTHORITY	2
SECTION 5: AUTHORIZED PROGRAMS AND SERVICES	2
SECTION 6: REVIEW	

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-225
Head Start Volunteer Valuation and Donation Rates

SECTION 1: PURPOSE

The purpose of this policy is to establish the procedure through which the value of volunteer goods and services are established.

SECTION 2: BACKGROUND AND INTENT

The Head Start grant requires a 20% local match, which can include the value of volunteer goods or services. This procedure shall ensure compliance with all OMB guidelines.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY

The Tribal Council delegates the Redding Rancheria Head Start and Child Care Program Manager the responsibility of ensure the valuation study is periodically updated.

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

- a) It is the policy of the Redding Rancheria Head Start that In-Kind costs will be charged and tracked using "current and similar" charges within the Rancheria and in the community, including fringe. Additionally, salary comparison information can be gleaned from the EDD Labor Market website. The actual dollar amounts for the volunteer positions are on file in the Head Start office.
- b) Mileage shall be calculated at the same rate as the current Tribal reimbursement for employees
- c) Donations of goods or services is as the market rate
- d) The HS Program Manager or Program Assistant is responsible for tracking parent and community contributions, and reports this information monthly to the finance department
- e) The Tribal finance department tracks all other tribal in-kind contributions, and creates timely reports showing cumulative status compared to In-kind budget.
- f) All documentation shall meet accounting standards.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-225
Head Start Volunteer Valuation and Donation Rates

SECTION 6: REVIEW

The CEO shall review this policy each year and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

Legislative History:

Originally Adopted by Tribal Council Resolution #060-10-09-12, dated October 9, 2012.