

# Board Member In-kind Report

In order to meet our required 100% match of our Federal NEH funding, we request that this form be completed each time you volunteer your time for the Florida Humanities Council.



**All out-of-pocket expenses you wish to donate to FHC must be accompanied by a receipt.**

Kindly complete this form, print and e-mail along with any receipts to [bohara@flahum.org](mailto:bohara@flahum.org). If you prefer to send using postal mail please send to the address listed below along with all receipts.

If you have any questions please contact Brenda at 727-873-2008.

**If mailing please send to:**

Brenda O'Hara, Chief Financial Officer  
Florida Humanities Council  
599 2nd Street S  
St. Petersburg, FL 33701

Name:

E-mail:

### In-kind type: Time

Enter your board member volunteer hours and briefly describe how your time was spent.

Note: Hours are calculated at \$65.00 an hour.

Volunteer Hours:

Please describe:

Total In-kind Time:

### In-kind type: Professional Services

Professional services are described as services performed by a board member outside your normal board activities based on your specialty or area of expertise, i.e. attorney, advocacy, etc. Additional paperwork may be requested as a supplement to this form, for example, an invoice or letter explaining service. If you would like to supply supplemental materials, please submit as an attachment in an e-mail or with this form via postal mail.

Total value of in-kind professional services:

Description of services:

### In-kind type: Travel

Enter your travel expenses. Please submit receipts as an attachment to an e-mail or with the form via postal mail.

Note: Miles are calculated at \$0.445 cents a mile.

Miles:  Total Mileage:

Airfare:

Tolls:

Meals:

Total In-kind Travel:

Signature:

Total In-kind: