Instructions for Library In-Kind Match Forms

Note: Let's Talk About It is funded by grants. The Idaho Commission for Libraries is required to document match of personnel time and meeting room space from participating libraries. We estimate local libraries (staff and volunteers) will contribute an average of 30 hours total per series. Suggested value of meeting room is $10 per program. Match forms should be returned to the Commission with the program coordinator's report which is due **30 days after the series** is completed.

If you have any questions about the forms or how to fill them out, please contact Dian Scott at: **(800) 458-3271 · (208) 334-2150 · FAX: (208) 334-4016 · dian.scott@libraries.idaho.gov**.

Personnel Time (pink form)

Fill out by putting dates, a brief description of activities, and number of hours spent on each activity for that date. **Note**: cost of refreshments or time preparing refreshments are not allowed as in-kind contributions by the Idaho Humanities Council.

For **program coordinator and library staff or volunteers'** activities, include any time spent on program planning, publicity, checking in and out program books, room set up/clean up, reading books for program, attending the programs, phone calls, correspondence and other paperwork.

If you use volunteer **discussion facilitators,** activities include time spent reading books and preparing for programs as well as actual time spent at programs. Each person contributing should fill out a form and sign it in ink.

Meeting Room (yellow form)

The program coordinator (or library director) should fill out this form with program dates and figure the total value by multiplying the cost of the room times the number of programs. For libraries who do not charge for their meeting space, a value of $10 is suggested. The form should be **signed in ink**.

Feedback Forms

Distribute the participant feedback forms at the last program and mail them to the Commission, along with your library feedback form, within 30 days of your last program.