Form 5C Sign-In Sheet Match (Actual Hourly Rate of Pay)

*Directions: This form is used to capture staff time after the contract day, when staff volunteer to help implement a GEAR UP service. This form may also be used to capture the time of non-staff serving at an event in a professional capacity, e.g., an engineer speaking about their profession at a career fair. Please obtain an original signature and the tasks completed.* *Time furnished may include time planning, preparing, working at the event, and cleaning up.*

**School Name:** **Date of Event:**

**Event Duration:**  **Description:**

*By my signature below, I certify that I am donating my time to this organization for the number of hours and tasks noted beside my name and did not receive compensation for my services.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Donor’s Signature | Task completed | Time Spent | Hourly rate of staff  | Total Contribution (rate x time) |
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|  |  |  | Total match contributions for this event: |  |

By my signature below, I acknowledge receipt of the above-mentioned volunteer services/goods. I hereby certify that the contribution(s) reported above are not from federal sources and will not be used as matching funding for any other federally funded program.

Liaison Signature:

Date: