

**Summary of Cash & In-Kind Contributions**

*This form is part A of a two-part series that is intended to assist in documenting cash and in-kind donations, and professional and volunteer services provided to clients and/or to the agency for the Afghan Placement & Assistance (APA) program.* ***If all donations do not fit on a single page, additional copies of this form should be utilized.***

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| **Principal Applicant’s Name** | **Date of Arrival** | **Case Number**  |
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| **Cash & In-Kind Goods** | New: value item using price tag or receipt Used: value item using the [Salvation Army value guide](https://satruck.org/Home/DonationValueGuide) or other documented fair market value  |
| **Date Received by Client** | **Description of Item(s) Provided** | **Type** | **Client Signature** | **Value** |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | [ ]  New [ ]  Used |  |  |
|  |  | **Total Value** |  |
|  |  |  |  |
| **Volunteer Services Summary** | Value service using rates consistent with those paid by the organization to its own employees for similar work Each volunteer should also complete an RF-20B to log each service provided |
| **Volunteer Name**  | **Total Donated Miles (per Volunteer)** | **Total Donated Time (per Volunteer)** | **Total Value (per Volunteer)** |
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|  |  | **Total Value** |  |
|  |  |  |  |
| **Professional Services**  | Value service using pro bono invoice or documented local fair market value for services |
| **Date** | **Description of Service(s) Provided** | **Client Signature** | **Value** |
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|  |  | **Total Value** |  |
|  |  |  |  |
| **Total value of all cash, in-kind goods and services donated**  | **$** |