

Donated Goods And Services Non-Federal Share

(Hot Sheet)

CF/F-2 Revised 11/03
(mandatory)

This form is used to document receipt of donated goods or professional services such as toys, food, dental screening/treatment, guest speakers for parent meetings, and bus transportation. The form may be used by education, social service, health or service area staff.

1. The donor (or Head Start staff member) should complete the form. The donor generally assigns the "Fair Market Value" of the donated goods/services.
2. **The donor must sign the form.**
3. The Head Start staff member also signs the form.
4. Submit White copy to the Delegate Director. The Yellow copy is given to the donor.