BOARD MEMBER COST SHARE CONTRIBUTION FORM

Like our grantees, WYH is required to match every federal dollar with “cost share” and/or cash contributions. As board members, your time is considered an “in kind” donation that contributes to our total federal cost share requirement and is a valuable part of this match. Use this form to record the donation of your time. Please report total hours and check the month(s) in which this time was incurred.

Name: ___________________________________________________

Fiscal Year: __________

Check the month(s) of this fiscal year that this report covers:

_____November   _____December   _____January   _____February   _____March   _____April
 _____July   _____August   _____September   _____October   _____May   _____June

I have donated the following hours to the Wyoming Humanities Council (Note: Be sure to include travel time to/from any meeting/event):

___________ Total Hours Donated

Include hours for all that apply

_____ Attendance at and travel to/from board/committee meetings
_____ Preparation time for participation in council-sponsored events/board meetings
_____ Reading and evaluating proposals
_____ Doing committee work
_____ Introducing WHC to potential applicants
_____ Networking on behalf of the council
_____ Building relationships with colleague organizations
_____ Attending/evaluating council-sponsored events
_____ Informing elected representatives about the WHC and its programs
_____ Annual campaign work – signing letters, choosing names for solicitation, researching
_____ Other ____________________________

Signature         Date

Reminder: To have out-of-pocket expenses reimbursed or donated to the Wyoming Humanities Legacy Fund, use the Board Member Expense Form.

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