



Ten Great Ways to Meet Your Match

1. Staff/faculty time spent on planning the service-learning project or programming; including professors, administrative staff, graduate assistants or workers/volunteers that come directly from your community partner.
2. Room/facilities/space used for project, be sure to pro-rate for amount of time project is using space and use value provided by the institution, can include value of utilities and maintenance. Can be a classroom, conference room, department/office space provided, etc.
3. Variety of supplies necessary to run program including: photocopying, office supplies and materials, postage, AV equipment, phone, internet, fax, etc. Use the amount that you would have to pay.
4. Fiscal agents that do not take any indirect cost. Ask fiscal person and obtain the negotiated rate for the organization.
5. Cash contributions, from community organizations, peers, staff/faculty, relatives or fundraising endeavors.
6. Transportation provided at no cost to the project, possibly bus, truck or car transportation, you can use the state approved mileage rate multiplied by the number of miles traveled.
7. Donation of project supplies including items necessary to accomplish program goals and objectives.
8. Additional discounts above and beyond those available to the general public provided by local vendors. It is best to get the vendor to note the additional discount directly on invoice.
9. Grants or other funds that are obtained and used to further goals and objectives of the project.
10. Volunteer recognition items including: refreshments for celebrations, recognition certificates or other items to recognize and acknowledge commitment. Use the amount that you would have to pay.

The basic rule of thumb is that you can count most reasonable and necessary items that are used to meet the goals and objectives of the project. It is essential that match is appropriately documented. Document the basis for determining the value of donation. Get a signed voucher or letter from the donor including: name, date, description of item/service, signature and estimated value.