

IN KIND CONTRIBUTION POLICY

March 9, 2004

In kind contributions include, but are not limited to:

Labor or service for a task or item that WSQA would normally have to pay. These types of activities are typically identified in the budget, however, budgetary allotment is not a criteria. Examples of services include:

- Tax preparation
- Financial Audit
- Computer, software or web support
- Public relations / Media relations
- Sales & Marketing
- Training
- Facilitation
- Clerical support
- Copies
- Printing
- Conference calls
- Travel support
- E-mail distribution

These types of activities may be credited towards individual or organizational membership or symposium or conference sponsorship. These activities will be entered into the book keeping system and year-end summaries of donation will be prepared for each organization.

Volunteer activities that represent the nature of WSQA's primary method of operation will not be applied towards membership or sponsorship. These are activities that have historically been provided as a volunteer service.

Examples of these activities include:

- Members of the Board of Directors
- Members of the Panel of Judges
- Members of the Board of Examiners
- Committee volunteers (for example, conference and symposium committees, workshop and training committees, sector chairs, etc.)

If an organization desires a receipt for these activities, one can be prepared upon request. These activities, will not however be entered into the standard book keeping system. Verification of hours reported will be done by individual overseeing activity. Verification and receipt copy will be maintained in financial records.