

Instructions on how to complete the In-kind Tracking Sheet

1. The most important thing is to provide as much information as possible. We are tracking these costs for a Federal Grant applied for and awarded to your community to assist with insect suppression/prevention. Documentation is important.

2. **Bad example:**

Name	Lot #	Date	Hours Worked	Activity	Rate	Equipment Used	Hours Used	Rate
The Smiths	33	6/15	14	Felled infested trees and treated them		Chain saw & 4 Wheeler	5	

3. **Good example:**

Name	Lot #	Date	Hours Worked	Activity	Rate	Equipment Used	Hours Used	Rate
Jack Smith	33	06/15/03	4	Felled Trees	18.04	Chain saw	2	35.00/day
Renee Smith	33	06/15/03	4	Bucked & Piled	18.04	Chain saw	2	35.00/day
Jack Smith, Jr.	33	“ “	2	Loaded & hauled trees to dump	18.04	4-Wheeler	1	50.00/day
Samantha Smith	33	“ “	4	Covered trees with plastic	18.04			