

DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM



EVENT (FEMA Disaster Number)			PARISH			PAGE _____ of _____	
VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)			CONTACT PHONE#			CONTACT EMAIL	
VOLUNTEER ORGANIZATION					PERIOD COVERING _____ to _____		
ORGANIZATION CONTACT			CONTACT PHONE#			CONTACT EMAIL	
MATERIALS/VENDOR	DATE OF DONATION	QUAN.	UNIT PRICE*	TOTAL PRICE	DATE USED	DESCRIPTION OF DONATED MATERIALS	
						Please Provide a Specific Description of Materials Donated (Water, Food, Cleaning Supplies, Toiletries, New Clothing, Diapers, etc.)	
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
TOTAL				\$			

NOTE: * Based on fair market value as established in 2CFR200.306 OR current commercial rates. FEMA validates unit costs based on invoices from previous purchases or information from area vendors.
[SOURCE: FEMA Public Assistance Program and Policy Guide(PAPPG), page 37].



GOVERNOR'S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Share

Getting
it right!

DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM



HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page _ of _ :** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
- **Period Covering _ to _ :** Enter period of time covered on this data form.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.
- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Materials/Vendor:** Enter name of materials received/ vendor received from.
- **Date of Donation:** Enter date donation was received.
- **Quantity:** Enter how many of designated material were received.
- **Unit Price:** Enter fair market value of designated material.
- **Total Price:** Enter total price by multiplying quantity and unit price.
- **Date Used:** Enter date designated material was used.
- **Description of Donated Materials:** Enter a specific description of materials donated.
- **Total:** Enter total price by adding all total prices together.

EXAMPLES OF INELIGIBLE DONATIONS

- Unapproved **donation warehouse** and **POD** activities.

[SOURCES: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Warehouse and **logistical** support.
- Supply distribution.
- Shelter and feeding operations.
- Donating **materials** such as **dirt, rock, sand** and materials associated with **flood-fighting activities**.

[SOURCES: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]