

Cost Share Report: HK TALK

Everything involved in an event has value—from staff and volunteer time to the room in which you hosted the event. Even if you do not pay actual money for it, HK asks that you place value on all you do to make your program a success. Estimate the time and items that your organization and/or individual members used. (Below each category is an example to help you assign a "dollar" value.)

Sponsoring Organization _____

Project Director's Name _____

Date of Program _____ City _____

	EXAMPLE	YOUR COSTS
Personnel (local program preparation)		
<i>Ex: 1 staff @ each discussion x \$20/hr</i>	160.00	
<i>4 volunteers @ 2 hrs each x \$15/hr</i>	120.00	
	\$ 240.00	\$ _____
Local Travel by Staff or Volunteers		
<i>Ex: 4 persons x 15 miles each x 50 cents per mile</i>	24.60	_____
Discussion Leaders Uncompensated Time	450.00	_____
<i>Ex: \$150 in preparation per discussion x 3 discussion leaders</i>		
Library Courier		
<i>% of costs for delivery and pick-up of TALK books</i>	14.00	_____
Telephone		
<i>Ex: 2 calls to speaker</i>	4.00	_____
Equipment/Facilities Rental		
<i>Ex: Room @ \$100 value x 3 events</i>	300.00	_____
Promotions & Advertisement	600.00	_____
<i>Ex: Posters around town</i>	20.00	
<i>Newsletter article</i>	25.00 ea	
<i>Notice on your website</i>	25.00 ea	
<i>Newspaper notice/calendar note</i>	25.00 ea	
<i>Newspaper ad</i>	50.00 ea	
<i>Newspaper article</i>	100.00 ea	
Refreshments	60.00	_____
<i>Ex: \$20 x 3 events</i>		
Other (please describe)		_____
EX. TOTAL	\$1692.60	\$ _____
		YOUR TOTAL

Date

Project Director's Signature