# DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</td>
<td>CONTACT PHONE#</td>
<td>CONTACT EMAIL</td>
</tr>
<tr>
<td>VOLUNTEER ORGANIZATION</td>
<td>PERIOD COVERING</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
<td>CONTACT PHONE#</td>
<td>CONTACT EMAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIALS/VENDOR</th>
<th>DATE OF DONATION</th>
<th>QUAN.</th>
<th>UNIT PRICE*</th>
<th>TOTAL PRICE</th>
<th>DATE USED</th>
<th>DESCRIPTION OF DONATED MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Please Provide a Specific Description of Materials Donated (Water, Food, Cleaning Supplies, Toiletries, New Clothing, Diapers, etc.)</td>
</tr>
</tbody>
</table>

**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!
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.
- **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 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.

**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.