



AELF BOARD APPROVED

Adopted: 06/14/2026

Board of Directors — Official Record



ALPHA EDUCATIONAL & LEADERSHIP FOUNDATION, INC.

A Florida 501(c)(3) Nonprofit Organization

In-Kind Service & Contribution Valuation Policy

Adopted: June 14, 2026 | Fiscal Year 2025 (Jan 1 – Dec 31, 2025)

1. Purpose

This policy establishes the framework by which the Alpha Educational & Leadership Foundation, Inc. ("AELF" or the "Foundation") captures, documents, values, and reports in-kind services and contributions of goods received from its Board of Directors, Corporate Advisory Board (CAB) members, skilled professional volunteers, general volunteers, and donors of goods. The Foundation recognizes that non-cash contributions are material to mission delivery and must be tracked with the same diligence as cash contributions for purposes of IRS Form 990 reporting, grant compliance, audit readiness, and donor stewardship.

2. Scope

This policy applies to all in-kind contributions of time, professional services, goods, facility use, and materials received by AELF in connection with its educational, mentoring, and leadership-development programs (Alpha, AMA, ARA, AELF-TEMP), fundraising, and governance activities. It applies to:

- Approved Board Members serving on the AELF Board of Directors;
- Approved Corporate Advisory Board (CAB) Members;
- Approved AELF Members, mentors, and volunteers;
- Skilled professionals donating services (legal, accounting, marketing, IT, design, photography, grant writing, curriculum, etc.);
- Donors of goods, materials, facility use, equipment, food, or printing.

3. Valuation Framework

AELF uses a tiered valuation framework that reflects the differentiated value of governance, skilled professional, and general volunteer services. Hourly rates are reviewed annually by the Board Treasurer and benchmarked against the Independent Sector volunteer value, Florida Bar / FICPA professional rate surveys, and comparable nonprofit advisory rates.

3.1 Board / Executive Governance

Category	Rate (USD)	Notes
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Board Member Governance	\$250 / hr	Meeting time, prep, travel, committee work
Board Chair / Executive Leadership	\$295 / hr	Officer-level governance
Corporate Advisory Board Member	\$250 / hr	Strategic counsel & advisory hours
Strategic Planning / Retreat	\$250 / hr	Full-day or multi-day planning

3.2 Skilled Professional Services

Category	Rate (USD)	Notes
Attorney / Legal Counsel	\$295 / hr	Pro bono legal services
CPA / Accounting / Audit	\$185 / hr	Financial review, audit support
Marketing / PR / Communications	\$125 / hr	
Graphic Design / Branding	\$110 / hr	
Web / IT / Technology	\$110 / hr	
Grant Writing / Fundraising Consulting	\$150 / hr	
Curriculum / Education Consulting	\$125 / hr	
Photography / Videography	\$125 / hr	
Other Skilled Professional	\$100 / hr	Default skilled rate

3.3 General Volunteer / Event Service

Category	Rate (USD)	Notes
General Volunteer	\$34.79 / hr	Independent Sector 2025 national standard
Event Staffing / Logistics	\$34.79 / hr	
Youth Mentor / Program Volunteer	\$45 / hr	Direct mentee engagement
Tutoring / Instruction	\$50 / hr	Academic instruction

3.4 In-Kind Goods, Facilities & Materials

Donated goods, equipment, facility use, food, and printing are recorded at Fair Market Value (FMV) as of the date received. FMV is determined by donor-provided documentation (invoice, receipt, or written estimate) or, where unavailable, by comparable retail pricing. Donations of property valued at \$5,000 or more require a qualified appraisal and IRS Form 8283 signature per IRS regulations.

4. Documentation Requirements

Every in-kind contribution must be logged through the AELF In-Kind Log (accessible to approved Members at /members/in-kind) and include:

- Contributor name, role/tier, and contact information;



- Date(s) of service or contribution;
- Hours rendered (for service) or FMV (for goods);
- Category and program benefitted;
- Brief description of the service or goods;
- Supporting documentation (invoice, receipt, agenda, or written attestation) where applicable.

Entries submitted by Members and Board Members are reviewed and approved by an authorized Foundation administrator before being included in financial records or Form 990 Schedule M reporting.

5. Roles & Responsibilities

- **Board Members & CAB Members:** log governance, committee, and advisory hours each quarter.
- **Members & Volunteers:** log program, event, and mentoring hours within thirty (30) days of service.
- **Foundation Administrators:** review, approve or reject entries, request documentation, and maintain the In-Kind Register.
- **Treasurer:** reconciles approved in-kind contributions with the financial records, prepares Form 990 Schedule M data, and reviews the annual rate schedule.
- **Board of Directors:** receives a summary in-kind report at each regular meeting and approves any material policy changes.

6. Recognition & Reporting

AELF acknowledges all in-kind contributors in its Annual Report and donor stewardship communications, consistent with donor intent and IRS substantiation guidelines. Per IRS regulations, AELF does not assign a dollar value to donated services for the donor's tax-deduction purposes; the Foundation records value internally for accounting, grant, and audit purposes only. Contributors of goods receive a written acknowledgment of the items received, without an assigned dollar value, in accordance with IRS Publication 1771.

7. Review & Amendment

This policy and the underlying rate schedule are reviewed annually by the Board Treasurer in consultation with the Board Chair. Material amendments require approval by a majority of the Board of Directors at a duly called meeting.

8. Adoption

Adopted by the Board of Directors of the Alpha Educational & Leadership Foundation, Inc. on June 14, 2026.

Board Chair

Date: _____

Board Secretary

Date: _____