Completing the Service to NC Schools Activity Report – 2002-2003

Use this form to report on services provided to ALL K-12 school districts in North Carolina.

Report only one (1) activity per Activity Report form. However, the activity may be of an ongoing nature such as a series of workshops.

**Date(s) of service:** Show the date(s) the service was rendered, not including the preparation days.

**Description of activity:** Briefly describe the purpose and format of the activity.

**School districts served:** Report schools and districts served.

**Number served:** Indicate number of participants.

**Location:** Check as appropriate to indicate whether the service took place in a university, school district, Technical Assistance Center or other facility. Indicate the city and county where the activity took place.

**Number of university faculty involved:** Indicate how many individual faculty members took part in planning and/or providing the service. **Please list their names.**

**Service Measure:** In order to measure the services performed, a unit called a “service measure” has been established. It is important to note that the service measure is not a charge for services. It is a derived amount that can be used to record and account for the services rendered. The service measure accounts for the personnel cost involved. It includes salary, based on a weighted average of budgeted teaching salaries, social security, state retirement, and medical insurance.

In accounting for each service activity rendered, **include at least two (2) preparation days for each day of service.** For example, calculate the service measure for a two-day workshop as follows:

- **Service days:** 2 days at $300 each
- **Preparation days:** 4 days at $300 each
- **Service measure:** 6 days at $300 each = $1,800 total

**Travel:** Report travel expenses in accordance with standard institutional regulations. Include transportation, meals, lodging, and incidentals. (Do **not** report travel expenses that have been covered by school district or TAC funds.)

**Materials:** Include costs such as photocopying, printed materials, other media, office supplies, etc.

**Miscellaneous:** Include costs not shown in the above categories. Provide a brief description.

**Total:** The total of the service measure, travel, materials, and miscellaneous indicates the total in-kind service contribution of the institution for the reported activity.