



Your Guide to In-Kind Contributions: How to Use the Learning Genie Parent App

Last Updated 5.16.24

This packet is designed to help you understand the importance of In-Kind contributions for our Head Start program. In-Kind contributions are essential for securing funding and ensuring our program can continue to provide high-quality services for your children. Inside, you will learn how to use the Learning Genie Parent App to record your In-Kind contributions, with step-by-step instructions and tips to make the process easy. We also provide guidance on how to get help if you have any questions. Your participation is crucial, and this guide will make it simple for you to support our program and your child's education. Thank you for being an active part of our community!

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Why does my program need to collect In-Kind from Parents and other Volunteers?

In-Kind contributions are donations of time, services, or goods that help our Head Start program. Here's why your participation is important:

- ❖ **Funding Requirements:** Our program gets money from the government, but we need to match part of it with In-Kind contributions. This helps us keep our budget and continue providing services without extra costs.
- ❖ **Better Services:** When you donate your time and skills, you support activities and resources that benefit your child's learning. Your involvement makes our program better.
- ❖ **Community Strength:** In-Kind contributions build a strong community. When parents participate, it creates a supportive network that helps everyone.
- ❖ **Sustainability:** Regular In-Kind contributions help ensure our program can continue in the long run. They show that the community supports and values our program, which helps us get continued funding.

By participating in In-Kind contributions, you help our Head Start program succeed. Thank you for your support!

Using Learning Genie vs. Paper Forms

We are excited to announce that we are moving from paper forms to a digital system using the Learning Genie App for collecting In-Kind contributions. Here's why this change will make things easier for you:

- **Convenience:** No more keeping track of paper forms. You can easily record your In-Kind contributions anytime, anywhere using your smartphone or tablet.
- **Instant Updates:** The app allows you to log your contributions immediately, so you don't have to remember to fill out forms later. This means no more lost or forgotten paperwork.
- **Easy to Use:** The Learning Genie App is designed to be user-friendly. It has simple steps to guide you through recording your contributions quickly and accurately.



Helpdesk: +1 760-576-4822, help@learning-genie.com.

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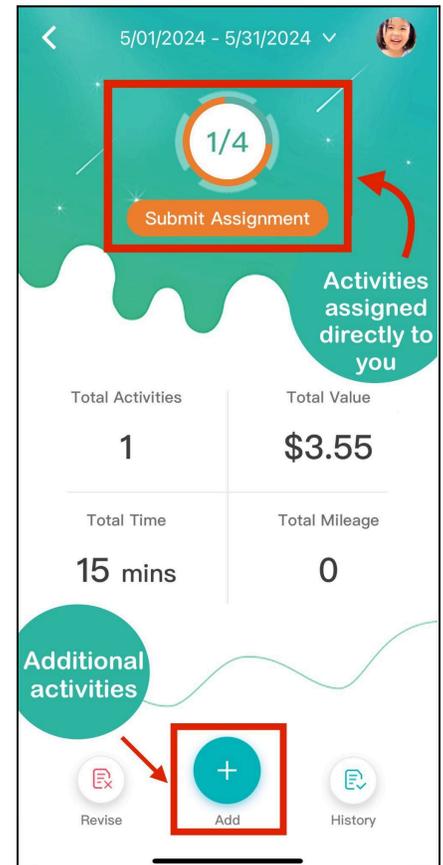
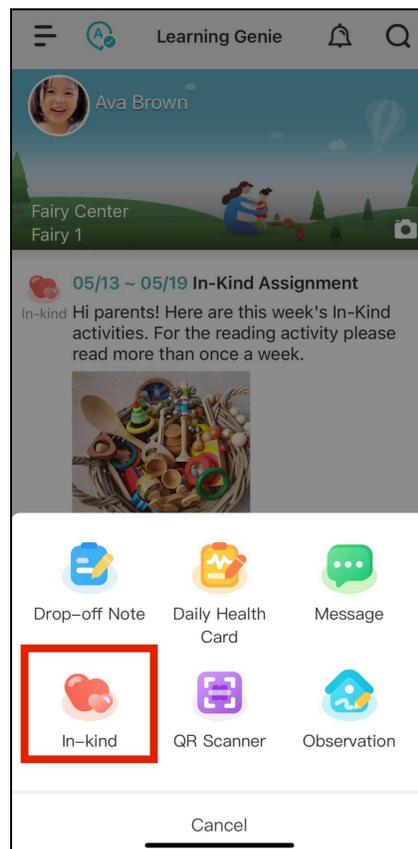
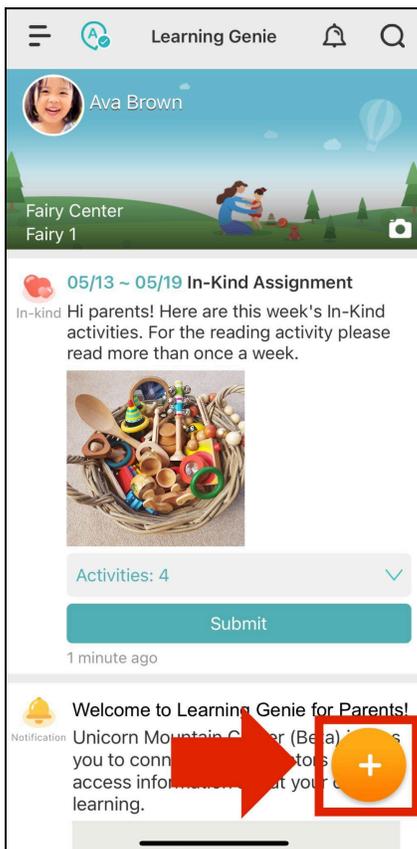
- **Track Your Contributions:** The app keeps a record of all your In-Kind contributions, so you can see what you've already logged and stay organized.
- **Support Available:** If you have any questions or need help using the app, we are here to support you. We will provide instructions and assistance to ensure you feel comfortable with the new system.

Switching to the Learning Genie App will save you time and make it much simpler to support our program. Thank you for embracing this new, easier way to contribute!

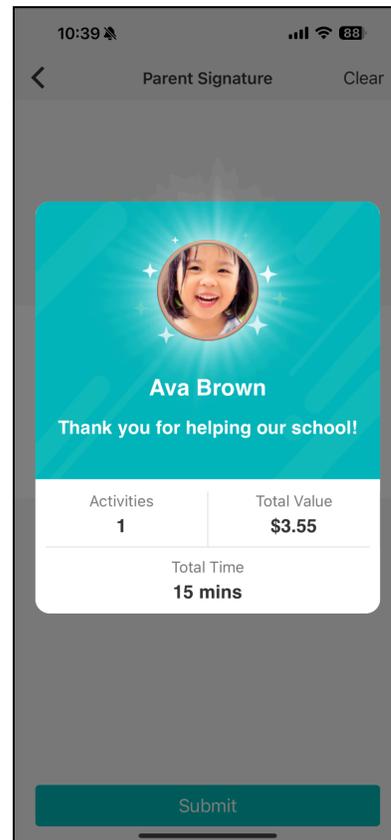
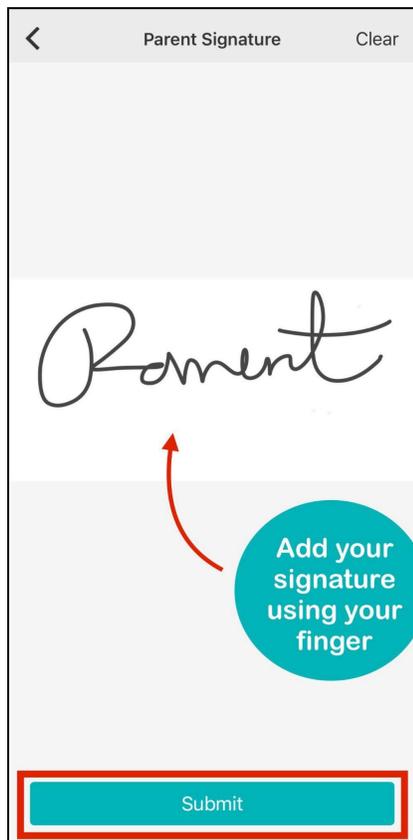
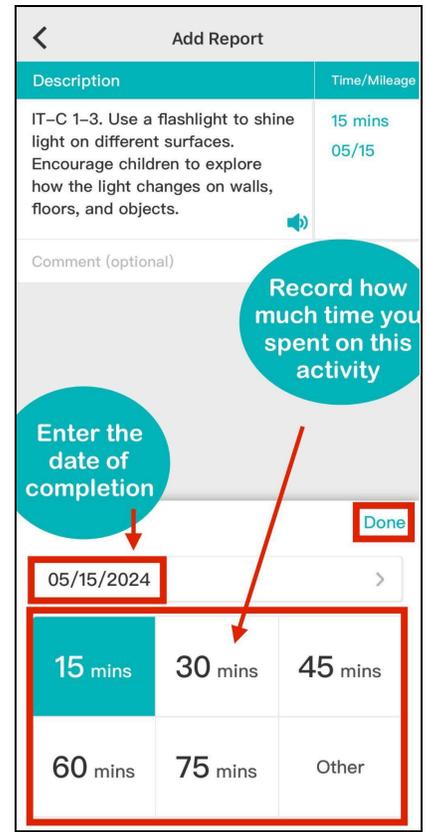
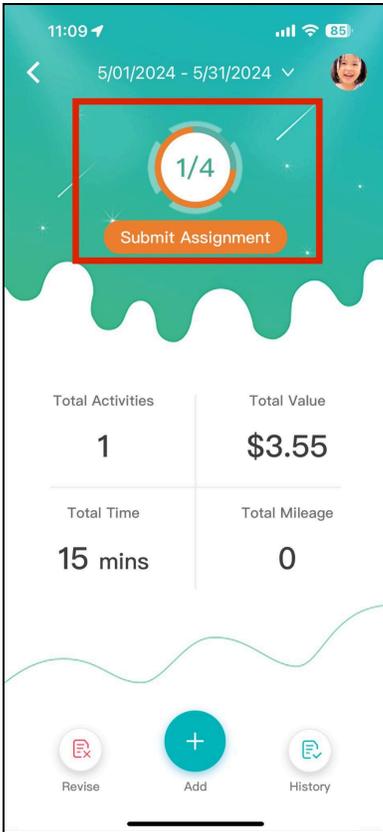
Navigating the Learning Genie App

Here's a guide to the main features of the app: logging In-Kind contributions, viewing your history, and accessing support. This will help you use the app confidently and stay organized.

Locating the In-Kind Section

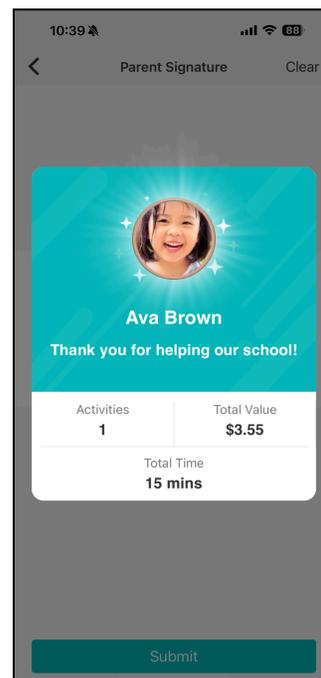
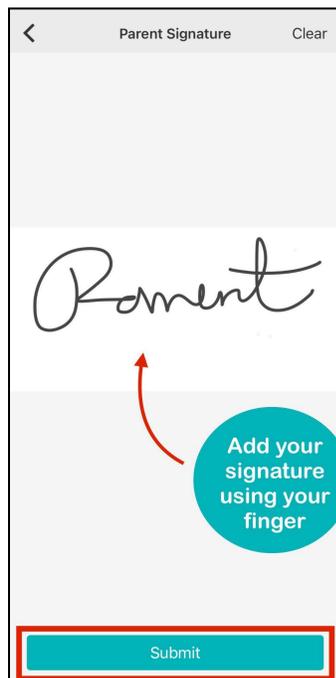
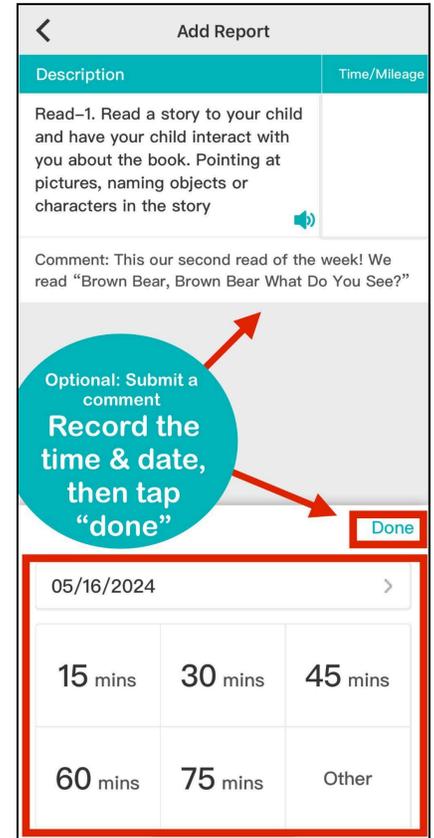
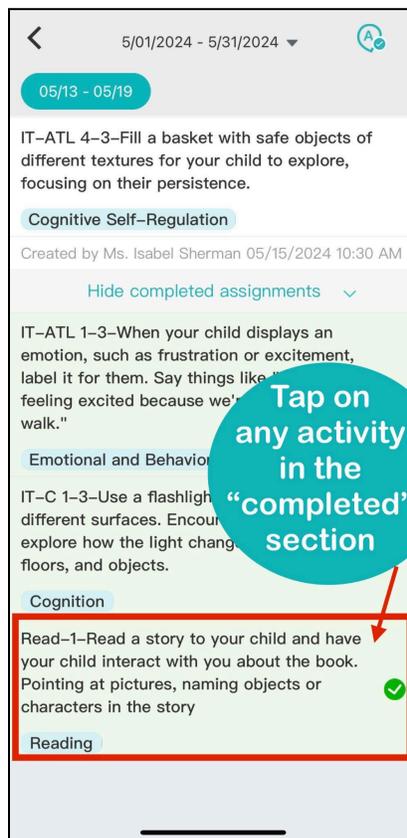
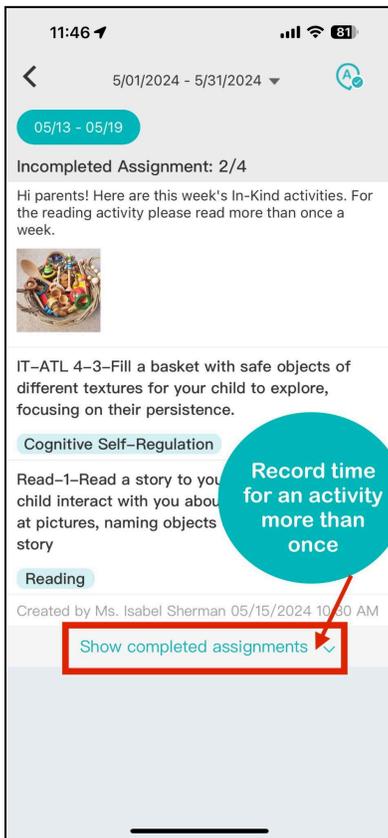


Recording Time for Assigned Activities

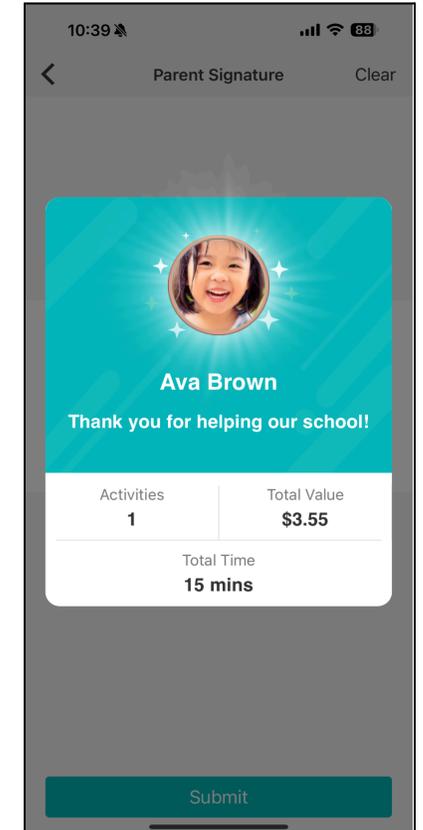
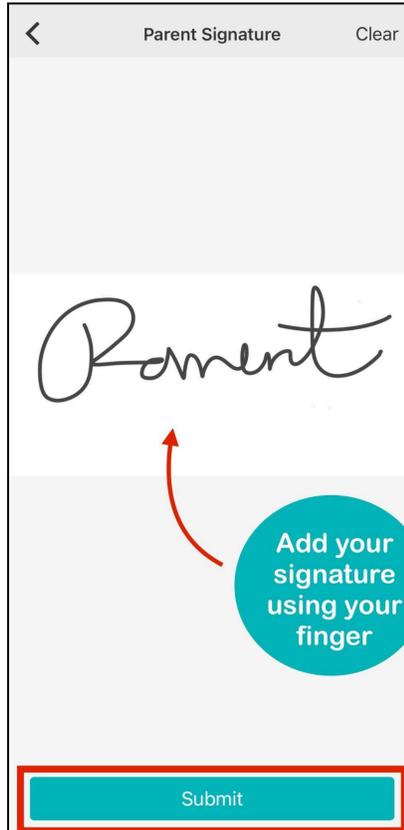
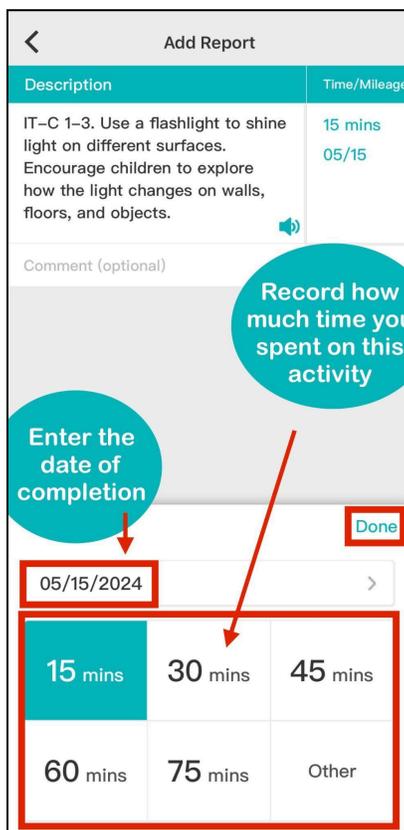
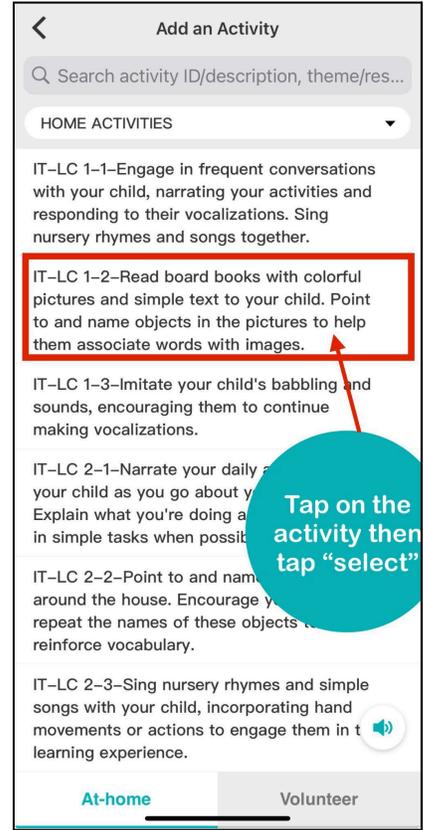
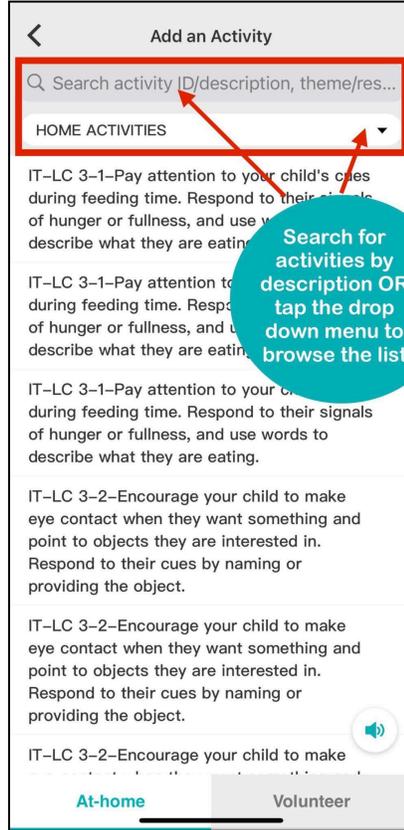
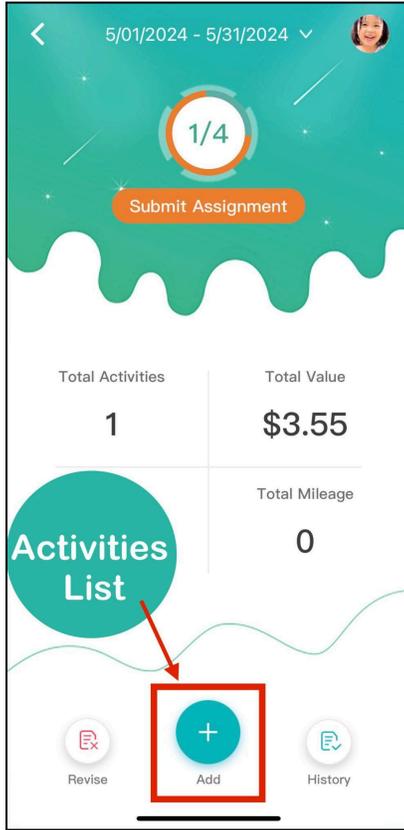


Submitting More than Once (From an Assignment)

Sometimes you may need to record time for an activity more than once. All activities that you've recorded time for will show up highlighted in green. Tap on it again to submit more time.

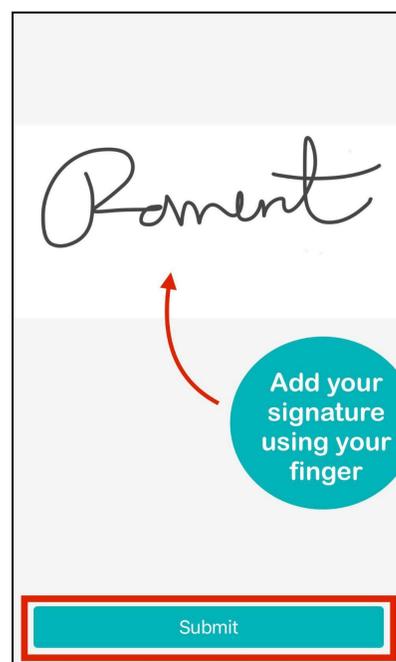
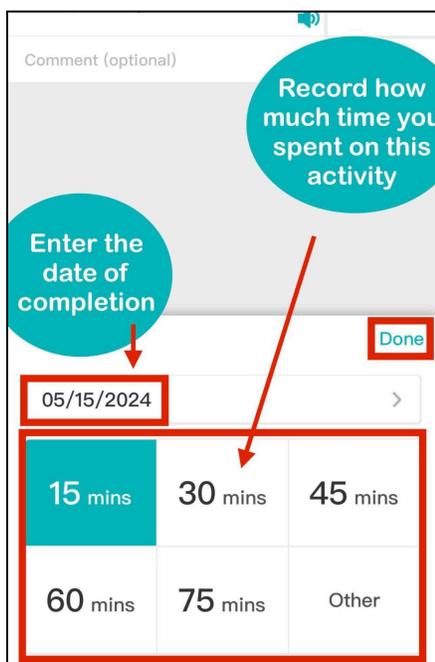
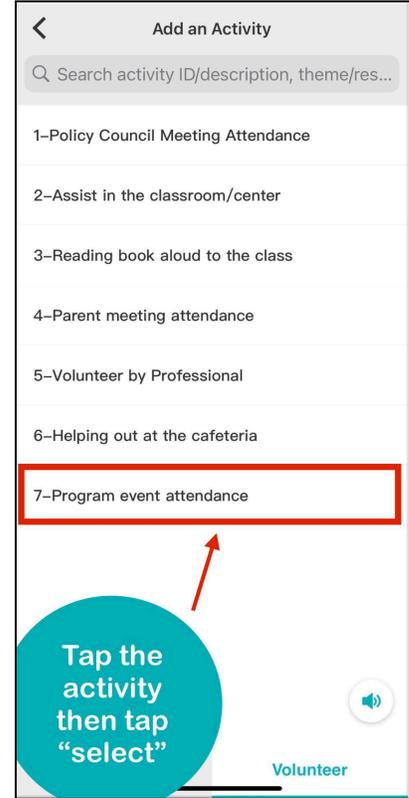
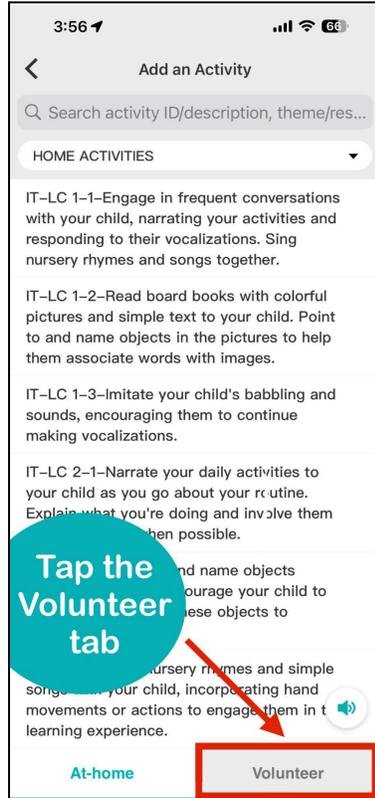
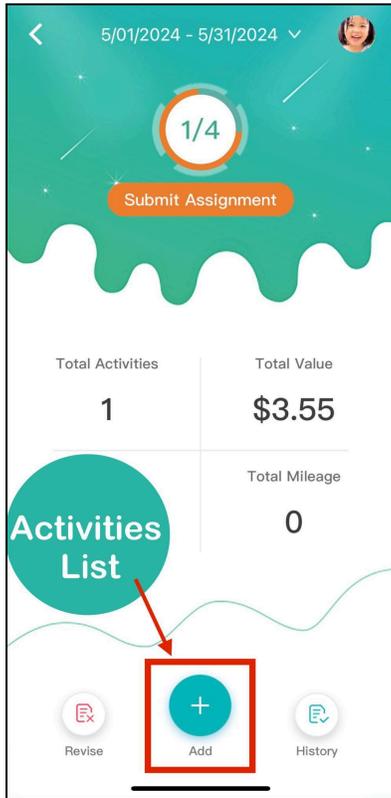


Submitting Additional Home Activities

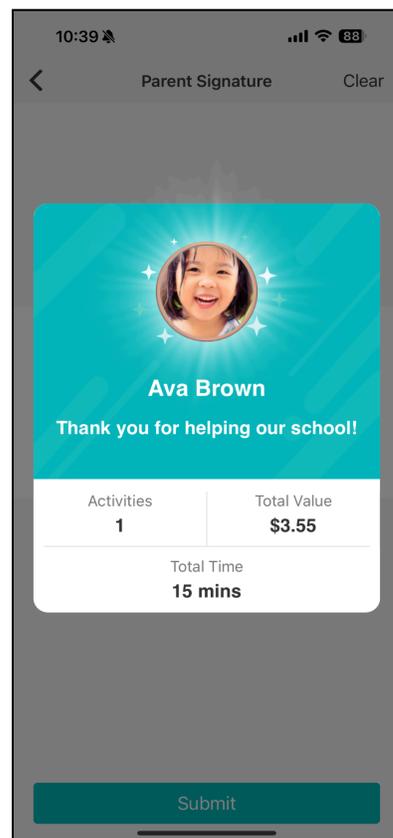
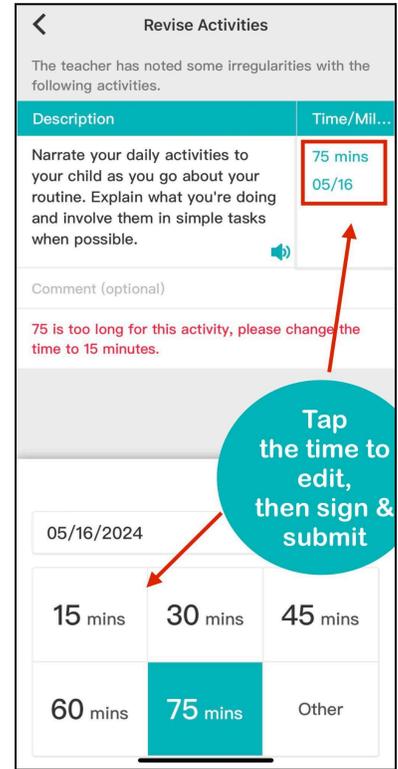
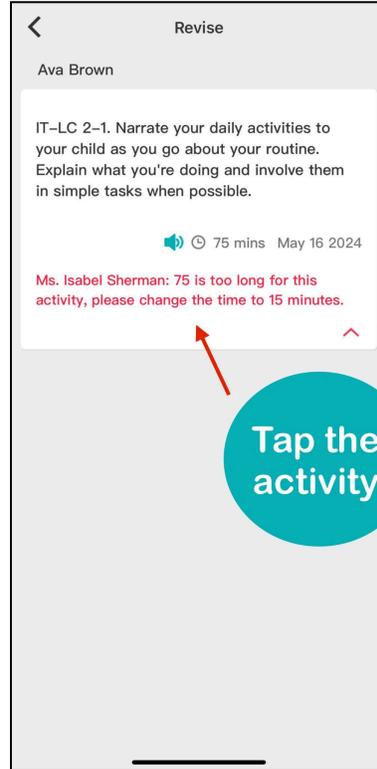
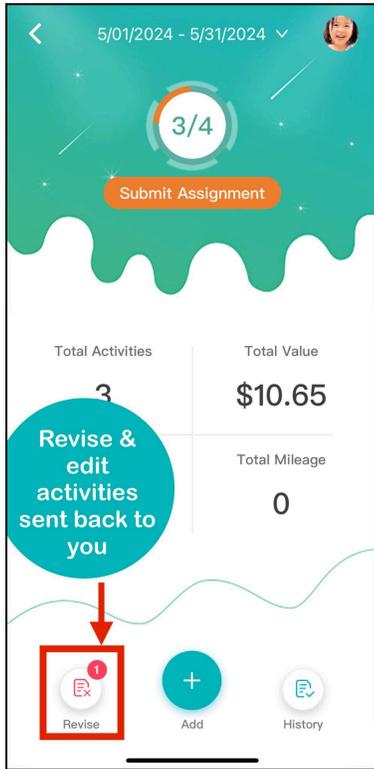


Submitting Other Volunteer Activities

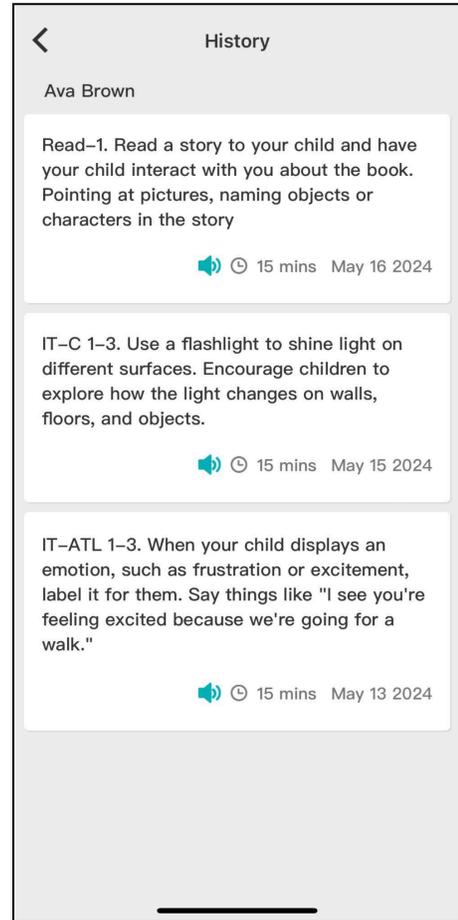
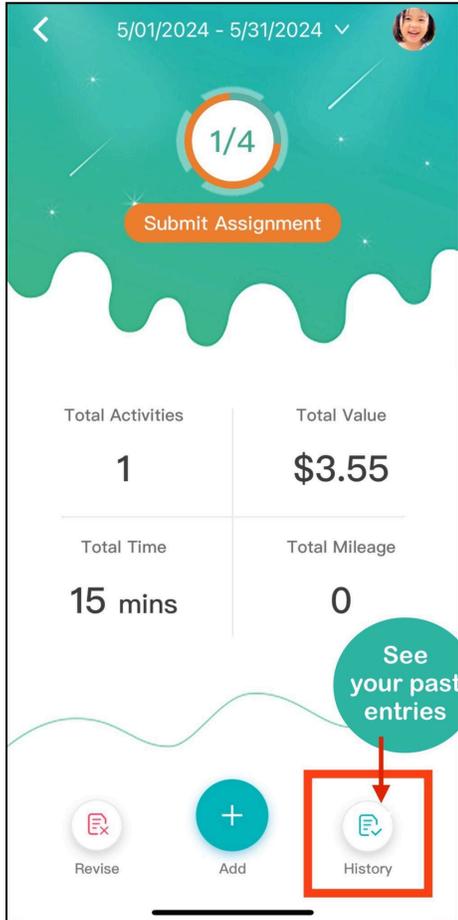
Did you know that if you help out in the classroom or attend parent meetings or events, you can submit In-Kind contributions for your participation? Here's how!



Editing Revised Activities

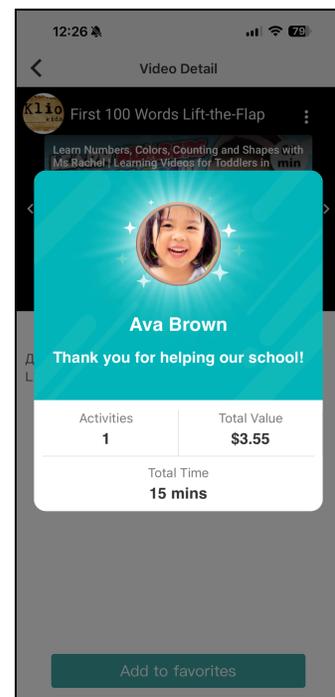
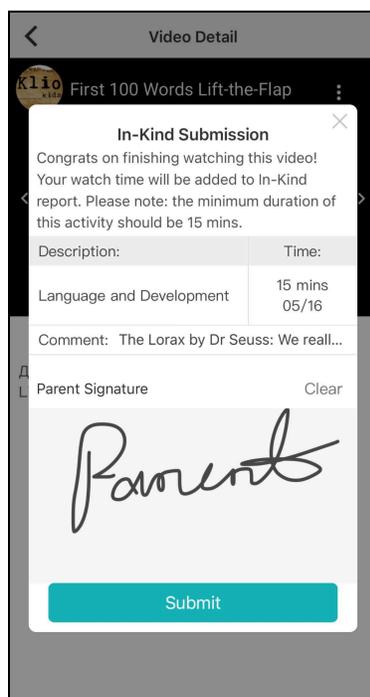
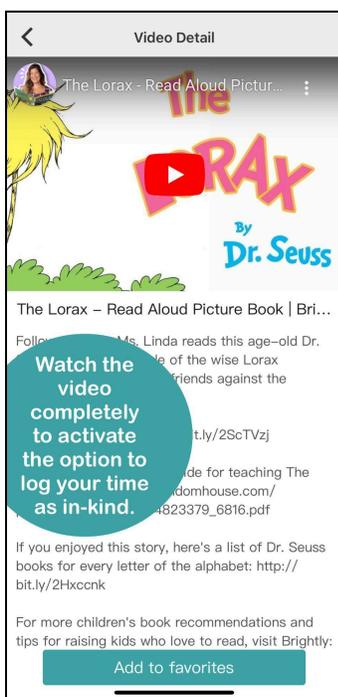
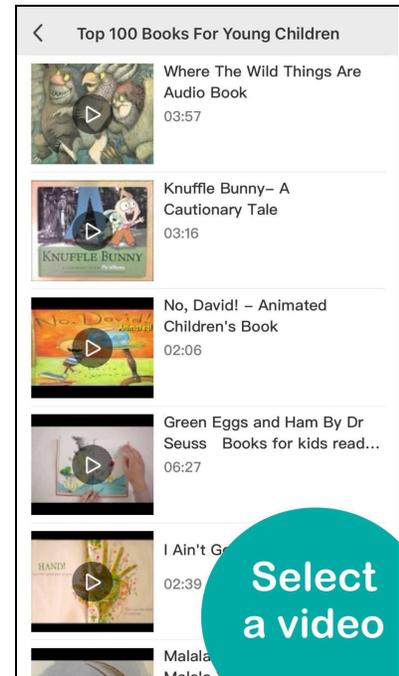
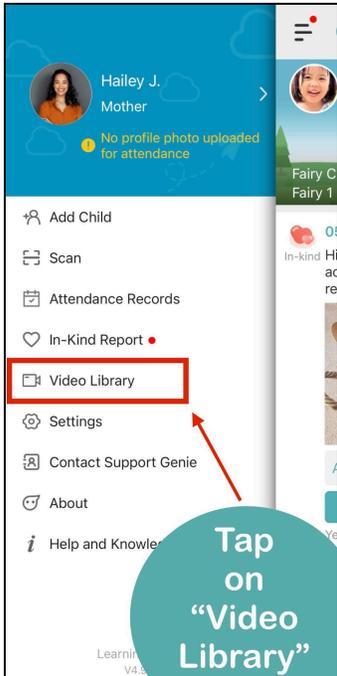


Viewing Submission History



Counting Video Books and Educational Media as In-Kind Contributions

Time spent watching educational videos or reading video books with your child can be counted as in-kind. Assigned videos will appear on your main newsfeed. To submit more, here's how to find the video library.



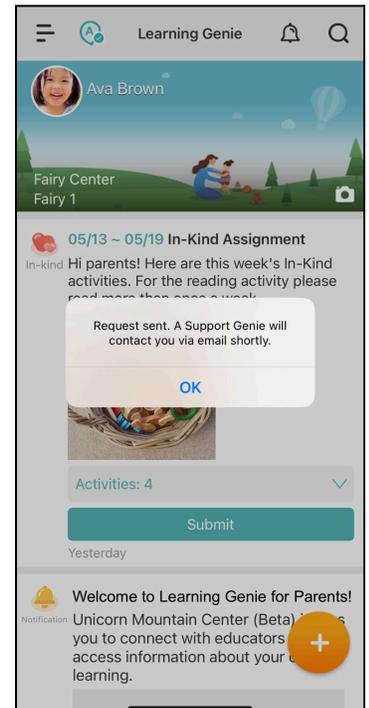
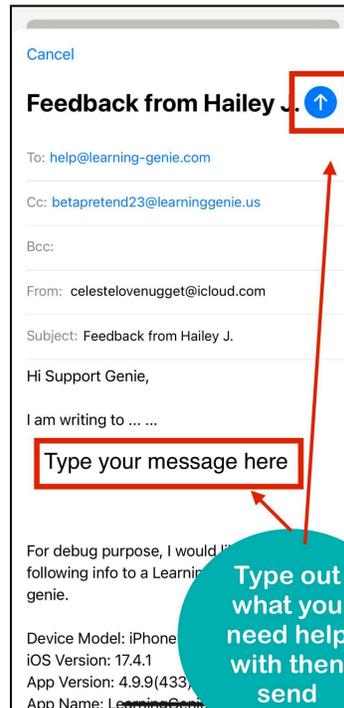
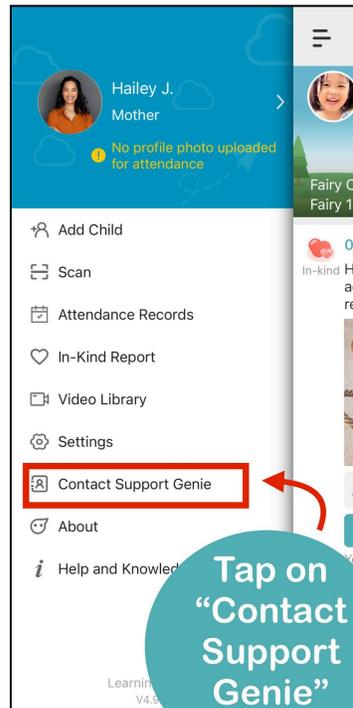
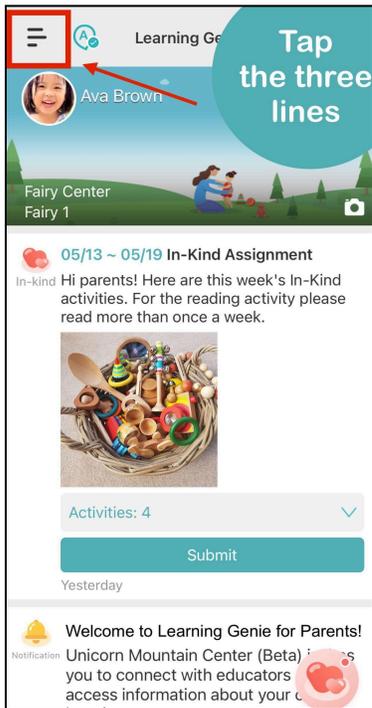


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Getting Help from Learning Genie

Getting Help Directly From the App

Need assistance? We're here to help! If you need tech support or have questions about using the app, our team is ready to assist you.



Other Ways to Contact the Learning Genie Support Team

The Learning Genie support team is happy to help! For further assistance, you can contact our Learning-Genie Helpdesk.

help@learning-genie.com

760-576-4822