

Example: LANDOWNER LABOR MATCH

XYZ Conservation District

1, Main Street
Sometown, CO 11111

Tel: 111 222 3333
Fax: 111 222 4444
E-mail: XXXX@email.com

President: Jane Doe
Vice President: John Smith

Date

The XYZ Conservation District very much appreciates the work you have done in implementing natural resource conservation practices on your land. Your donated labor and materials also have a financial value to the District in that they can be used to leverage funding. If you are willing, we would very much appreciate using your donated resources to help raise funds to further natural resource conservation in our District.

Please read the description of those donated resources below and provide a signature to verify the accuracy of, and give agreement for, the described donated resources to be used by the District to leverage funding.

I, _____ have installed twelve terraces to prevent soil erosion on XXX acres of my land on which I grow winter wheat and corn. I spent four hours on DATE with John Smith, NRCS District Conservationist, assisting in the installation of the terraces. This was my own time, which I freely donate to the XYZ Conservation District to use in leveraging funds for natural resource conservation purposes. This time has not been used as a donation for any other purposes.

Sincerely

A. Landowner

Date: _____

FOR DISTRICT USE ONLY:	
Value of time donation: XX hours at \$XX per hour:	\$ _____
Value of materials received if applicable:	\$ _____
Total donated resources: \$ _____	

Example: PARTNER LABOR MATCH

ABC Partner

2, Main Street
Sometown, CO 11111

Tel: 111 222 5555

Fax: 111 222 6666

E-mail: XXXX@email.com

Date

This letter documents time worked by J Smith and J Jones as part of the XYZ Conservation District Range Improvement Matching Grants Project. These staff documented 264 hours of their time preparing and presenting at the Range Management Workshop held on Date, visiting landowners to develop range management plans, developing plans and checking/monitoring range practice implementation. These staff also traveled 322 miles in carrying out these duties.

ABC Partner donates this time and travel to the XYZ Conservation District and certifies that it is not being used elsewhere as a matching donation. The value of this donation is:

264 labor hours: \$5,554 (from timesheets and salary records)

322 miles at 41 cents/mile: \$132.02 (ABC personal travel rate)

Total: \$5,686.02

Yours sincerely

A. Generous
ABC Manager