

Chatom Union School District
Stipend/Special Compensation
Request and Approval Form

This form must to be completed when you are to receive any stipend / special compensation listed in the CSEA or CUEA/CTA contract. These could include activities such as: Buyback Days, BTSA, Activities Director, Outdoor Education, Yearbook Advisor, Committee Chair, or Ag Day, etc. Payment for the stipend activities will not be made unless this Request and Approval Form is completed and approved. The payment for these activities will be processed in the next payroll period after the date the form is received. This form must be submitted to the District Office by the first working day of a calendar month to be processed.

Please complete a separate form for each stipend activity.

Employee Name: _____
(print)

Activity Title: _____
(Specify: Sport name, your role- i.e., Asst. coach; BTSA-name teachers mentored, etc.)

Date(s) of Activity: _____

Stipend Amount Expected: \$ _____

Employee Signature: _____ Date: _____

Supervisor/Activity Coordinator Signature (i.e., Principal,
Preschool Director, Athletic Director, BTSA Coordinator):
_____ Date: _____

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District Office Use Only

Date and Time Form Received: _____

Payroll Period of Stipend Payment: _____

Received By: _____

Effective: February 5, 2008