



Chatham Union School District

Stipend/Special Compensation Request and Approval Form

This form must be completed when you are to receive any stipend/special compensation listed in the CSEA or CUEA/CTA contract.

These can 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 Name)

Activity Title: _____
(Specify: Your activity & position)

Date(s) of Activity: _____

Stipend Amount: \$ _____

Employee Signature: _____ Date: _____

Supervisor/Activity: _____
Coordinator Approval (Ex: Principal, Preschool/Athletic Director)



DISTRICT OFFICE USE ONLY:

Date Form Received: _____ Time: _____

Payroll Period of Stipend Payment: _____ Received by: _____