



NEBO SCHOOL DISTRICT

2020-2021 HIGH SCHOOL EXTRACURRICULAR STIPEND PAYMENT REQUEST

WINTER SPORTS

School:
 Athletic Director:

Date request due to Coordinator of School Services: January 31
 Date request due to Payroll Department: February 10

Coaches / Advisors to be paid:

Activity	Maximum District Funding Available	Position	Lane	Employee Name	Employee Number	Cleared to Work by HR? (1)	Approved for Student Contact? (2)	Step	Maximum Stipend (based on Lane and Step)	District-Funded Stipend (3)	School-Funded Stipend	Total Due to Coach / Advisor (4)
Basketball - Boys	\$ 11,564	Head Coach	B						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Basketball - Boys Totals							\$ -	\$ -	\$ -	\$ -
Basketball - Girls	\$ 11,564	Head Coach	B						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Assistant Coach	F						-	-	-	-
		Basketball - Girls Totals							\$ -	\$ -	\$ -	\$ -
Swimming - Boys	\$ 5,318	Head Coach	D						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Swimming - Boys Totals							\$ -	\$ -	\$ -	\$ -
Swimming - Girls	\$ 5,318	Head Coach	D						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Swimming - Girls Totals							\$ -	\$ -	\$ -	\$ -



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Wrestling - Boys	\$ 9,397	Head Coach	D						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Assistant Coach	H						-	-	-	-
		Wrestling - Boys Totals								\$ -	\$ -	\$ -
Wrestling - Girls	\$ 2,040	Head Coach	D	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Assistant Coach	H						\$ -	\$ -	\$ -	\$ -
		Assistant Coach	H						-	-	-	-
		Wrestling - Girls Totals								\$ -	\$ -	\$ -
Grand Totals								\$ -	\$ -	\$ -	\$ -	

Amount due from school:

	Stipends	Benefits (5)	Total
Basketball - Boys	\$ -	\$ -	\$ -
Basketball - Girls	-	-	-
Swimming - Boys	-	-	-
Swimming - Girls	-	-	-
Wrestling - Boys	-	-	-
Wrestling - Girls	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Total due from school	\$ -	\$ -	\$ -

Notes:

- (1) All coaches / advisors must have hiring paperwork and background check completed by HR.
- (2) All coaches / advisors must have safety and CPR certifications completed prior to coaching or advising.
- (3) Total of District-Funded Stipends may not exceed amount shown in Policy GF for each particular sport or activity.
- (4) Total Due to Coach / Advisor may not exceed Maximum Stipend amount which is based on individual lane and step.
- (5) Benefits for District-funded stipends are paid by the District. Benefits for school-funded stipends are paid by the school.
School-paid benefits are calculated at 32% of school-funded stipends for those eligible for retirement benefits and 8% for all others. For simplicity, this form calculates school-paid benefits at 8% for all school-funded stipends.

Payment terms:

Payment will be made in the February payment process assuming request is submitted to Coordinator of School Services by the due date and to Payroll Department by the due date.

Legend:

- = Entry field
- BLUE text = Formula, do not alter
- RED text = Error indication, correct before submitting



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Athletic Director comments:**Coordinator of School Services comments:****Certification and approval signatures:**

I have reviewed this payment request and assume responsibility for its accuracy. I certify that to the best of my knowledge, Nebo School District hiring and employment policies have been strictly adhered to for expenditures related to this payment request. I further certify that the individuals shown above are rightfully entitled to the requested funds and have performed all duties required to receive the requested funds.

Athletic Director signature

Date signed

Coordinator of School Services signature

Date signed

Finance Secretary signature

Date signed

Superintendent signature

Date signed

Principal signature

Date signed

Business Administrator signature

Date signed**Process summary:****Athletic Director**

1. Completes form in consultation with activity head coaches / advisors. Ensures form is completed in entirety for all activities and no amounts are in RED, which indicate errors.
2. Notes in the comments section any information others in the process should be aware of such as coaches / advisors who are missing HR or certification paperwork.
3. Prints form in color in possible, staples pages together, signs and dates form and submits it to Finance Secretary being sure to allow sufficient time to meet submission deadline to Coordinator of School Services.

Finance Secretary

1. Reviews form for completion and errors. Returns form to Athletic Director if any issues are identified.
2. Arranges for payment to District if an amount from the school is indicated. Payment does not need to accompany form when form is submitted to District.
3. Signs and dates form and submits it to Principal being sure to allow sufficient time to meet submission deadline to Coordinator of School Services..

Principal

1. Reviews form. Returns form to Athletic Director if any issues are identified.
2. Signs and dates form and submits it to Coordinator of School Services by due date.

Coordinator of School Services

1. Reviews form for completion and errors and for appropriate signatures. Returns form to Athletic Director if any issues are identified.
2. Notes in the comments section any information Superintendent, Business Administrator, or Payroll Department should be aware of.
3. Signs and dates form and submits it to Superintendent being sure to allow sufficient time to meet submission deadline to Payroll Department.

Superintendent

1. Reviews form. Returns form to Coordinator of School Services if any issues are identified.
2. Signs and dates form and submits it to Business Administrator being sure to allow sufficient time to meet submission deadline to Payroll Department.

Business Administrator

1. Reviews form. Returns form to Coordinator of School Services if any issues are identified.
2. Signs and dates form and submits it to Payroll Department by due date.

Payroll Department

1. Reviews form paying careful attention to comments sections to identify any potential issues to be aware of.
2. Processes payments according to payment terms noted above assuming form is received by deadline. If form is received after the deadline payment will be in the then next regular payment process.