



## NEBO SCHOOL DISTRICT 2016-2017 HIGH SCHOOL EXTRACURRICULAR STIPEND PAYMENT REQUEST

School: _____	School Athletic Director: _____	Date request completed: _____
Sport / Activity: _____	Date request due to Payroll Department: <b>4/10/2017</b>	
Season start date: _____	Season end date: _____	District funding available for Sport / Activity per Policy GF: \$ -

<i>Coaches / Advisors to be paid:</i>					Maximum Stipend (based on Lane and Step)	District-Funded Stipend (1)	School-Funded Stipend	Total Due to Coach / Advisor (2)	Payment Option Selected	Cleared to Work by HR?	Approved for Student Contact?
Name	Employee Number	Position	Lane	Step						<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					\$ -	\$ -	\$ -	\$ -		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
					-	-	-	-		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<b>Totals</b>					\$ -	\$ -	\$ -	\$ -		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

**Amount due from school:**

School-funded stipends from above Benefits	\$ -	(3)
Amount due from school	\$ -	

**Notes:**

(1) Total of District-Funded Stipends may not exceed amount shown in Policy GF.

(2) Total Due to Coach / Advisor may not exceed Maximum Stipend amount which is based on individual lane and step.

(3) 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.

(4) All coaches / advisors must have hiring paperwork, background check, and safety / CPR certifications completed prior to coaching or advising and receiving payment.

**Payment options:**

Option 1 100% at the conclusion of season.  
 Option 2 50% at midway point of the season, 50% at conclusion.  
 Option 3 Spread equally over months remaining in fiscal year.

*Option 1 is default unless Option 2 or 3 is specifically requested.*

**Data checks:**

Total Amount Due is equal to or less than Maximum Stipend amount for all coaches/advisors listed?

District-Funded Stipends are equal to or less than amount available per Policy GF?

**Legend:**

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

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.

<b>Athletic Director signature</b>	<b>Date signed</b>	<b>Business Administrator signature</b>	<b>Date signed</b>
<b>School Principal signature</b>	<b>Date signed</b>	<b>Superintendent signature</b>	<b>Date signed</b>
<b>Coordinator of School Services signature</b>	<b>Date signed</b>	<b>Superintendent signature</b>	<b>Date signed</b>