

SUPPLEMENTAL COACH / EXTRACURRICULAR SPONSOR (Administrative Use Only)

Individuals who accept the full responsibilities for a coaching or extra curricular assignment should be paid the standard rate of pay. If the position does not require full attendance/participation, the stipend may be prorated based upon the level of time/effort required by the individual.

The following person will be working in an extra curricular assignment less than 100% of position requirements.

Name _____

Site _____ Coaching Assignment _____

Funding Code: _____

(District Budget Allocation, Tax Credit Money, Auxiliary, or Site Budget)

Experience Step:

Percentage of stipend recommended	25%	50%	75%
-----------------------------------	-----	-----	-----

Rationale for prorated stipend (i.e. working 1 day per week, required to be at practices only 3 days per week to assist fulltime coaching staff):

The recommended salary rate and rationale has been discussed with the candidate.

Site Administrator

Date

(Please attach a completed copy of this form with the pay action.)

- Reminders:
- Any new employee recommended as a Supplemental Coach must be approved through the normal new hire process prior to beginning work.
 - Volunteers are not eligible for payment, nor can they be hired after the season and paid retroactively.