



Lakewood School District Discretionary Funds Stipend Request Form

Building
School Year

pool-of-funds

Please return this stipend form to your Building Rep:
by

Section 10.12 – Co-Curricular Stipends (quoted from 2024-2027 contract)

...A pool of discretionary funds will be provided to each building for the purpose of co-curricular stipends. (See Appendix F). The building staff, along with administration, shall annually design and vote on a plan for allocation of stipends from the discretionary pool. Planning for the distribution of annual discretionary pool funds shall be completed no later than May 15th. In the case of stipends for activities that are grant-funded an appropriate stipend shall be included within the grant. In addition, gate receipts and ASB fundraisers may be used to provide additional funds for stipends not specifically referenced in Appendix F.

Staff member: _____

Date submitted: _____

Proposed stipend position: _____

Approximate dates staff member is engaged in this activity: _____

Estimated number of hours you spend on this activity: _____

Description of activity or project:

How does your activity or project support student engagement in the building?

Discretionary Stipend Process

The certificated staff and admin at each building will collaborate at a meeting (ex: staff meeting or union meeting) to design and vote on a plan for the allocation of discretionary stipends from the applications that have been submitted by the deadline given. All discretionary stipend funds must be distributed no later than May 15th annually.

The following process will be followed:

- 1) Staff members must submit their application by the deadline determined by their building rep.
- 2) The certificated staff and administration will hold a meeting to determine allocation of the discretionary stipend amounts.
- 3) The LEA rep and building principal will provide their signatures on the application(s) for each approved activity or project.
- 4) The building principal (or designee) will send the stipend plan in memo form to the payroll office for action by the May 15th annual deadline.

Approval Process Record

Date approved by certified building staff: _____

LEA building rep approval signature: _____

Building principal signature: _____

Date memo sent to district: _____

Date district processed: _____

Stipend granted: \$ _____