

ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Extracurricular Clubs Sponsor Compensation	AD Number: 4.300.2	Adopted: June 2026
Policy References: Board Policy 4.300 – Extracurricular Activities	Revised:	

Extracurricular club sponsors may be eligible to receive compensation through the district's Extended School Program (ESP), subject to the following guidelines:

APPLICATION AND APPROVAL PROCESS

All clubs seeking sponsor compensation must submit an application as part of the extracurricular approval process. Final approval for compensation eligibility shall be determined by the principal in consultation with district administration.

Not all extracurricular clubs will qualify for sponsor compensation. The District shall establish and periodically review guidelines identifying which clubs are eligible. Considerations may include frequency and duration of meetings, level of supervision required outside the instructional day, alignment with District priorities and strategic plan, and availability of funding, including student-paid fees.

Clubs meeting primarily during the instructional day will not be eligible for stipends.

COMPENSATION STRUCTURE

Sponsor compensation for extracurricular clubs shall be administered in coordination with the Extended School Program (ESP). All clubs seeking sponsor compensation must apply and receive prior approval in accordance with this directive. Compensation shall be determined based on the employee's classification as exempt or nonexempt.

Exempt Employees

Employees classified as exempt may receive compensation for extracurricular sponsorship through a pre-approved stipend agreement. Stipends shall be established in advance based on the anticipated time commitment, duration of the club, and responsibilities of the sponsor. The District may establish standard stipend amounts or ranges for identified categories of clubs to ensure consistency and equity across schools.

Nonexempt Employees

Employees classified as nonexempt under the Fair Labor Standards Act must be compensated on an hourly basis in accordance with all applicable wage and hour laws. Nonexempt employees are not eligible to receive stipend-based compensation. Nonexempt employees must accurately record all hours worked in connection with extracurricular club sponsorship using a district-approved timekeeping method. All hours worked for extracurricular activities shall count toward

the employee's total hours worked for the workweek. Any hours worked in excess of forty (40) in a workweek must be compensated at the appropriate overtime rate. Sponsors must receive prior approval before working hours that may result in overtime. However, all hours worked must be compensated, whether pre-approved or not.

Nothing in this section shall be interpreted to permit compensation practices that are inconsistent with applicable federal and State wage and hour laws.

TIME DOCUMENTATION AND VERIFICATION

Sponsors receiving compensation must document time worked using a district-approved timesheet. Paper timesheets may be utilized when electronic timekeeping is not feasible. All timesheets must be reviewed and signed by the ESP Site Director or designee prior to submission. All compensation shall be processed through ESP in accordance with established payroll and timekeeping procedures.

Sponsor stipends will be paid twice annually, at the conclusion of each school semester. Non-exempt employees compensated on an hourly basis will be paid through the regular payroll process during the applicable pay period in which the work is performed.

Failure to properly document time may result in delay or denial of payment.

If a sponsor does not complete the full term of the stipend agreement, compensation may be prorated based on documented time worked or percentage of the term completed, as determined by the District.

STUDENT FEES AND FUNDING

Clubs that charge student participation fees to support sponsor compensation must obtain prior approval in accordance with Board Policy 2.601 (Fundraising Activities), clearly communicate all fees to families in advance, and ensure that such fees are reasonable and do not create barriers to student participation.

ANNUAL REVIEW

The district will annually review extracurricular compensation practices to ensure consistency, equity, and alignment with district goals. Adjustments to stipend-eligible clubs and compensation structures may be made prior to each school year.



EXTRACURRICULAR CLUB SPONSOR STIPEND APPLICATION

EXTRACURRICULAR CLUB INFORMATION

Club Name: _____ Grade Levels Served: _____

General Meeting Schedule:

Total Estimated Meetings: _____

Will meetings occur outside the instructional day? ☐ Yes ☐ No

Days: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ S Estimated Number of Students: _____

Times: _____ Start Date: _____ End Date: _____

Will students be charged a fee to participate? ☐ Yes ☐ No If yes, please list fee: _____

SPONSOR STIPEND INFORMATION

Sponsor Name: _____ E-mail Address: _____

Employment Classification: ☐ Exempt (Certified) ☐ Nonexempt (Classified)

COMPENSATION NOTE: Compensation is determined based on employee classification.

Hours per Session: _____ Estimated Total Hours per Year: _____

Will club supervision likely result in overtime? ☐ Yes ☐ No ☐ Unsure

Basis for Stipend (anticipated time commitment, duties, etc.):

ADMINISTRATIVE REVIEW

Principal Recommendation: ☐ Approve ☐ Deny ☐ Revise

Comments:

Principal Signature: _____ Date: _____

FINANCE/ESP REVIEW

☐ Approved for Stipend (Exempt) ☐ Approved for Hourly (Nonexempt) ☐ Not Approved

Comments:

Approved Amount/Rate: _____

ESP Coordinator Signature: _____

Date: _____

Finance Director Signature: _____

Date: _____



EXTRACURRICULAR CLUB SPONSOR STIPEND AGREEMENT

School Year: _____ School: _____

Extracurricular Club: _____

This agreement outlines the terms under which the employee named below will serve as a sponsor for an extracurricular club and receive a stipend for those responsibilities.

EMPLOYEE INFORMATION

Employee Name: _____ Position/Title: _____

CLUB ASSIGNMENT

The employee agrees to serve as the sponsor for the following extracurricular club:

The club is expected to meet according to the following general schedule:

STIPEND AMOUNT

The employee will receive a stipend in the total amount of: \$ _____

This stipend is intended to compensate the employee for the overall responsibilities associated with sponsoring the club during the time period listed above. The stipend is established in advance based on the anticipated time commitment and duties of the role.

RESPONSIBILITIES

In accepting this assignment, the employee agrees to:

- Supervise all club meetings and activities
- Ensure student behavior aligns with the MCS Code of Conduct
- Coordinate meeting times, space, and communication with school administration
- Complete required forms and obtain permissions for events or activities
- Ensure students remain supervised until they are dismissed to a parent/guardian or other authorized adult. Only students enrolled in ESP may return to the ESP program following the activity.

TIME DOCUMENTATION

Although this position is compensated through a stipend, the employee is expected to maintain a record of time worked in support of club activities using a district-approved method. Documentation should be submitted as required and will be reviewed by the ESP Site Director or designee.

PAYMENT AND COMPLETION OF ASSIGNMENT

The stipend will be processed through the Extended School Program (ESP) in accordance with district procedures. Payment may be issued in installments or at the conclusion of the assignment. This stipend is contingent upon the employee fulfilling the responsibilities of the role for the duration of the assignment. If the employee does not complete the full term of the

assignment, the stipend may be adjusted based on the portion of the assignment completed, as determined by the District.

The stipend provided under this agreement is considered taxable income and will be processed through the District's payroll system. Applicable federal and state taxes, as well as any required withholdings, will be deducted in accordance with payroll procedures.

GENERAL TERMS

This agreement is specific to the extracurricular assignment described above and does not change the employee's regular position or rate of pay.

The District may modify or discontinue the assignment based on program needs, funding, or other operational considerations.

By signing below, the employee confirms that they understand the expectations of this role, agree to carry out the responsibilities described above, and understand the terms under which the stipend will be paid.

Employee Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Finance Director Signature: _____

Date: _____