

Fitzgerald Public Schools
Special Assignment Stipend Form (FEA Appendix A-5 Positions)

As stated in the Administrative Guideline:

1. Stipends are paid per club/organization. In the instance that more than one sponsor share responsibilities, the total payment will be divided equally between those sharing the position.
2. Sponsors must complete an activity log, calendar of meetings/events and end of year report by June 1 of each school year. Sponsors must complete and submit each component in order for payment to be processed.

Name of Sponsor: _____ Club Sponsored: _____

Building Assignment: _____ School Year Date: _____

Check off the documentation that is submitted:

- Activity Log (Date, number of students, synopsis of activities)
- List of student participants
- Sign-in sheets from meetings/activities
- Student statements about the club
- Pictures of students participating (at least 5-10 pictures)
- Other _____

Description of the Goal(s) of the club:

Summary of how the goal(s) were met:

Focus for the following school year:

Fundraising overview (fundraisers completed, money collected, how money was spent):

Staff Member (Club Sponsor) Signature

Date

Principal Signature

Date