

108(A) General AP – Extra-Curricular Remuneration (Form)

Name: _____

Date: _____

Address (of volunteers only): _____

School: _____

SIN # (for volunteers only): _____

Does this employee receive extra preparation time as compensation for voluntary extra-curricular activities?

Yes No

Total hours donated for extra-curricular activities: _____ hours

Less 50 hours minimum: _____ hours

Less hours of extra preparation time (if provided): _____ hours

Net hours for remuneration: _____ hours

Remuneration Option #1

Substitute Teacher Days: _____ # of days (Maximum 2 days)

Did the teacher donate the time for another PRPS school? Yes No

If yes, which school: _____

Remuneration Option #2

Payment of Honorarium of \$ _____

*This payment is taxable income to employee

*Any amount in excess of \$500 is taxable income to a volunteer

Employee or Volunteer Signature: _____

Principal Signature: _____

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Please remit form to Chief Financial Officer (CFO) or designate

Office Use Only:

Payroll Employee # _____ Taxable Income \$ _____

Accounts Payable Vendor # _____ GL Code: 1-280-02-000- _____