

## **Solvay School District Visual and Performing Arts Department Request for Compensation Form**

The Solvay School District provides compensation to art and music teachers for chaperoning various regional, county or state art and/or music events that occur on weekends and/or during school vacations. As stated in the Solvay Teacher's Association contract, teachers may be compensated for no more than six such events. An event may involve multiple days (e.g, All County Festival: two days, one event). The teacher must request the superintendent's approval for compensation *prior* to the event using this form. The superintendent has requested that claim forms for compensation be submitted on the first business day after the event.

**Teacher Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Place of Event:** \_\_\_\_\_

**Number of Students Participating:** \_\_\_\_\_

**Signature of Department Coordinator:** \_\_\_\_\_

**Superintendent's Signature of Approval:** \_\_\_\_\_

Original:      Payroll  
Cc:              Music/Art teacher  
                    Dept. Coordinator