

Solvay School District Music Department Request for Compensation Form

The Solvay School District provides compensation to music teachers for chaperoning various regional, county or state events that occur on weekends and/or during school vacations. The Solvay Teacher's Contract states that music teachers may be compensated for no more than six such events. A rehearsal or audition, plus the actual competition or performances constitutes one "event". An event may involve multiple days. The music 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.

Name of Music Teacher: _____

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 teacher
 Dept. Coordinator