

COLLEGE of VISUAL ARTS

Stipend for Professionals

Stipends are paid to a) part-time CVA employees for services that fall outside their regular contract duties, such as participating in a workshop or panel; and b) persons of special achievement who are not employed at CVA for their participation in a CVA event of short duration, such as speaking or performing at an event or providing professional services. Stipends do not constitute compensation commensurate with the actual services provided. If an individual receives a stipend or stipends of \$600 or more in a calendar year, the recipient will be required to fill out a W-9 form at the business office.

Standardized Fees:

- Visiting Guest Lecture: 1.5 hours is \$75 and 3 hours is \$150
- Workshops: Paid \$50 per hour
- Alumni Panelist: \$35 per presentation

Recipient _____ CVA Employee Yes / No

Send check to: Recipient / Requestor

If this is for an employee, skip address. If not employee, fill in information below.

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

Date of Function _____

Reason for awarding a stipend - please include name of event or function.

Stipend Amount: \$ _____

Approved Budget (100-xxxx-xxx) _____

Person Requesting Stipend

Name _____

Title _____

Signature _____ Date _____

Academic Dean or Vice President Approval

*Signature _____ Date _____

*As of April 8, 2010, all stipend requests must have an approved budget code and be approved by the Academic Dean or Vice President.

Incomplete requests will delay processing of the check. PO not required with this form.