

## RATES OF PAY FOR SECTIONAL ACTIVITIES AND COMPLETION OF CLAIM FORMS

- I. SECTIONAL/REGIONAL EVENT - The rate of pay for chaperones, ticket sellers, site chairpersons, etc. is \$16.00 per hour.
- II. POLICE - If police are required by the host school district, the rate of pay will be the rate established by the host school district for such services at regular school activities.
- III. CUSTODIAL - Custodial personnel shall be paid at the rate, which is currently in effect in the school district, which hosts the sectional/regional activity. Sport coordinators should be certain that payments authorized for custodians, do not represent double payment. In order to avoid this problem, a letter from the school district to the Executive Director should authorize direct payment to the individuals.
- IV. TICKETS - Section 2 has an adequate supply of tickets for all of its activities. If tickets are needed for an event, such tickets are available. If a district wishes to donate tickets, such donations will be gladly accepted. Purchase of tickets by a coordinator or site chairperson for use at the sectional/regional level **will not** be reimbursed.
- V. OFFICIALS - Officials shall be paid in accordance with the agreement between Section 2 and the respective officials' organizations.
- VI. MILEAGE - Coordinators may charge mileage for travel on official Section 2 business including state committee meetings. Mileage may not be claimed or travel to an Athletic Council meeting. Only game officials may be reimbursed for travel. Chaperones, ticket sales personnel, police, custodial, site chairpersons, etc. may not be reimbursed for travel.
- MISCELLANEOUS - For any services or supplies, which are purchased in connection with sectional/regional activities, the claim voucher should be accompanied by a bill describing the service or supply and the purpose for which the expense was incurred.

When a sports coordinator appoints or designates a site chairperson, such coordinator must brief the chairperson on the importance of complete and accurate records. In order for a site chairperson to be reimbursed, the following duties must be completed.

1. Vouchers from officials must be completed and signed by the claimant and the site chairperson/coordinator.
2. Where admission is charged, and where supervisory, security or custodial fees are charged, vouchers for all personnel must be complete and signed by the claimant and the site chairperson/coordinator.
3. Where admission is charged, the financial report must be completed, both page one and page two.
4. Where admission is charged, the gate receipts should be converted to a check and sent to the Executive Director. The Section will reimburse the expense of the cashier's check. A site chairperson may not make cash payments from gate receipts. Payment for a cashier check may not be made from the gate receipts. Site chairpersons may file claim vouchers for reimbursement for the cost of a cashier's check.

In an activity where the receipts must be deposited in the night depository, and where the site chairperson is fearful of the safety of the deposit, the site chairperson may authorize one hour extra payment for a police officer to accompany the deposit.

If any situation is not addressed above, please call the Executive Director.