

**Community High School Occupational Outreach Program
Paycheck Guidance and Arrangement**

Name:	Date
Address where you wish to receive your paycheck:	Home Phone:
Email Address:	Region:

Stipends:

- Students will receive a stipend of approximately \$2,500 for the first year and \$3,500 for their second year of participation.
- The stipend will be broken down to equal payments every two weeks throughout the 10-week program.
- A total of 6 checks will be issued for each student.

Paydays are bi-weekly...

- The first day of the program, a check for \$300 is handed to the students; the remaining balance of either \$200 or \$400 (depending on 1st year or 2nd year) will be mailed by the 2nd Friday following the beginning of the program.
- A few days before each payday, **BEC receives** approval from Libby on which students earned their stipend for the current 2-week period. Checks will be processed accordingly.
- Checks are mailed out to the student's residence.
- Students are to notify the Program Manager of a change of address when necessary, as BEC will need current information.

Missed Work:

- **If a student does not work a full workweek, then they will get paid:**
 - **\$50/day for 1st year students and \$70/day for 2nd year students.**
- Students are provided five (5) Leave days during their summer experience. All unexcused Leave is subject to a reduction from the stipend and grounds for dismissal.
 - Pre-approval must be given by the supervisor and/or Regional Manager for all planned leave.
- Sick Leave will be excused if students call within two hours of their work schedules.

I certify that the above information is correct and that I understand how the stipend is to be administered.

Signature of Student

Date

Signature of Parent/Custodian

Date