

COACHING ADD-PAY/STIPEND APPROVAL

Upon completing your coaching duties, please fill out the below information and submit it to the Athletic Director for processing.

Please ensure that all school property is returned from any and all student body no later than ten (10) business days after the final contest of your athletic calendar.

Date: ____/____/____ School: _____

Name: _____ Sport: _____

Season Began: ____/____/____ District Tournament Began: ____/____/____

Coaching Duties Began: ____/____/____ Coaching Duties Concluded: ____/____/____

Add-Pay/Stipend Amount: \$ _____ Status: Staff Vendor-Coach

❖ **Oasis Staff ONLY!** – The gross amount of the funding will be reduced by the employer-paid portion of FICA and Medicare taxes as well as the employer-paid portion of FRS. These percentages are below:

- **FICA** 6.20%
- **Medicare** 1.45%
- **FRS** 7.26%

❖ The net pay will be further reduced by the employee's regular withholding and taxes.

End-of-the-Year Checklist

- Team Uniforms have been collected.
- Team equipment has been returned to the gym storage room.
- Keys have been returned to the Athletic Department.
- Varsity Awards submitted to Athletic Department – OHS only.

Coach: _____ Athletic Director: _____
Signature Signature

For Department Use Only!

Approval for Payment: YES NO CS Code: _____

Amount to be paid: \$ _____

Athletic Director Signature Principal Signature Superintendent Signature