



Stipend Instructions

Amount of 2015-2016 Stipend \$150 (super yeah!!)

Each class has \$150 to help offset the costs of any special supplies or materials that we do not carry in the Art Start Room or a special class such as the Mosaics. Here are the instructions on how to get reimbursed.

1. Decide how you want to use your stipend for the year. This is totally up to you.
2. Once you accumulate all your receipts, fill out the "**Art Start – PTSA Expense Reimbursement Form**". This form was included in an e-mail sent out in the beginning of the school year (if you need a form contact Karen Chekan and she will send you an electronic version that you can print). Fill out the form, attach your receipts, and put both into the last bin of the file storage unit hanging on the wall in the Art Start Room. We will check this bin from time to time for new forms and receipts – but please e-mail me to let me know you put a form in the bin (karenchekan@yahoo.com). You can also scan in the completed form along with the receipts in lieu of turning in a paper copy. **We prefer that you spend at least \$50 or more prior to submitting the form and receipts. This way we are reducing the amount of checks that will need to be cut per volunteer. Also, please make a copy of your receipts and hold onto them until you are reimbursed.**
3. We will review the form and receipts to make sure that you are within the \$150 limit per class. If you are, we will submit them to the PTSA for reimbursement.
4. Your check will be mailed to your house after it is approved by the PTSA.
5. Mosaics Projects (thru Cheryl Smith) or other Professionals that you may bring in: If you plan to use your stipend for these projects, you will have to pay for the project first and turn in the invoice / receipt as explained in #2 above. We will only reimburse up to the \$150.

If you have any questions about the stipends or how you get reimbursed, please contact the Art Start Budget and Stipend Coordinator - Karen Chekan, at karenchekan@yahoo.com