

Art Start Stipend Instructions

2017-18



Stipend Amount: \$150.00!!!

Hooray!!!



Each class has \$150.00 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 Mosaics. Here are the instructions on how to get reimbursed.

1. Decide how you want to use your stipend for the year.

This is entirely up to you!

2. Once you accumulate your receipts, fill out the:

ART START: PTSA EXPENSE REIMBURSEMENT FORM

- Form can be printed from the Art Start webpage and can also be found in the Art Room
- Fill out the form, attach your receipts, and place both in the designated bin in the Art Room (in the hanging file storage unit labeled Art Stipend Forms)
- Please email Shelly Norlin (shelly_norlin@yahoo.com) when you do drop off a reimbursement form to expedite returns
- You may also scan the form + receipts and email
- Please spend at least \$50.00 or more before submitting the form and receipts to decrease the number of checks cut per volunteer.
- Please make a copy of your receipts for your records until you are reimbursed

3. We will review the form + receipts to be sure you are within the \$150.00 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. Art lessons provided by local artists (ie: Mosaics Projects with Cheryl Smith) that you bring in will need to be paid for first out of pocket and the invoice/receipt kept for reimbursement as explained in #2. We will only reimburse up to \$150.

If you have any questions about the stipends or how to get reimbursed, please contact the Art Start Accounting and Stipends Coordinator:

Shelly Norlin (shelly_norlin@yahoo.com)