

# LSFT After School And Evening Assignment Request Form

Administrator Instructions: Complete top portion marked with \* and give to the requested teacher. Then sign at the bottom after the event was attended and send to Payroll.

\*Teacher: \_\_\_\_\_ \*Date of Evening Event: \_\_\_\_\_

\*Description of event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Requested by: \_\_\_\_\_  
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## AFTER SCHOOL AND EVENING ASSIGNMENTS

LSFT Article V pg. 49

It is understood that there will be a mutual effort to assure that teachers will participate in evening activities which are sponsored by the school, parent, or student groups. To that end, teachers will be required to attend (2) evening events each year.

- 1) If teachers are requested by administration to attend any additional evening events for the primary purpose of performing professional duties, and agree to do so, and have already fulfilled their attendance at (2) evening events, they will receive a \$50 stipend for each such occurrence.
- 2) If a teacher is requested in writing by an administrator to attend an evening event(s) for the primary purpose of performing professional duties and agree to do so will receive a \$50 stipend for an evening event not exceeding two hours. If a teacher receives compensation for an evening event it will not be considered as a fulfillment of an evening obligation. The written request must be given to the teacher five (5) business days prior to the event.

Teacher Instructions:

After attending the requested evening event, please sign this form and return to your administrator for payment approval. Payment will be made on the next available pay date after it is received in the Business Office.

By signing below, you state that you have already fulfilled the 2 evening event obligations and that this event was in addition to the requirement.

\_\_\_\_\_  
Teacher signature

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Payroll Use Only

Amount \$ \_\_\_\_\_

ASN \_\_\_\_\_