



## Stipend Volunteer Agreement | Summer 2023 Contract

The following Volunteer Roles\* are eligible to receive a stipend for their service this summer (choose one):

- Classroom Volunteers** (non-paid position, hours vary)
- Field Trip Chaperones** (non-paid position, hours vary)
- Special Activity Instructors** (\$50/one day a week) ie. Dance, Yoga, Art, Sports, Cooking, Music, etc.

\*Roles cannot be combined.

By signing below, you acknowledge:

1. Summer Camp Volunteers are not employees of Thomas Center for Learning and Physical Literacy Development.
2. Stipends are intended to help defray travel and volunteer-related expenses.
3. Volunteer shifts are scheduled on an as-needed basis and not guaranteed.
4. The income from stipends is reportable to the IRS. Volunteers receiving more than \$600 per year in stipends may be obligated to pay income tax. Thomas Center for Learning and Physical Literacy Development will file IRS Form 1099 for volunteers who meet this criteria. Volunteers are responsible for filing IRS Form 1099 with their tax return.
5. Stipends are issued on the 20th of each month, unless other conditions are agreed upon by the Volunteer and the Thomas Center for Learning and Physical Literacy Development at the time of contract signature. A volunteer's fulfilled hours of service must be received and verified at least two days before the stipend is processed.
6. Volunteers must be at least 16 years old and are required to maintain up-to-date background clearances, health screenings and training as mandated by the Pennsylvania's Department of Human Services. Volunteers are required to comply with center policies and procedures.

I have completed the attached IRS Form W-9 for stipend processing.

Volunteer Name \_\_\_\_\_

Date \_\_\_\_\_

Volunteer Signature (over the age of 18) \_\_\_\_\_

Signature of Parent/ Guardian for Volunteers under the age of 18 \_\_\_\_\_