

# ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

PO Box 429, SAND POINT, AK 99661  
PHONE 907.383.5222 • FAX 907.383.3496

## CHAPERONE PAY REQUEST

For chaperoning students on weekend out-of-town activities, teachers who are not covered by an extra-curricular contract will be paid at their per diem rate, and classified employees will be paid for eight hours per day at their hourly rate.

To request pay, complete this form and submit to the District Business Office

NAME \_\_\_\_\_ EIN \_\_\_\_\_

Activity \_\_\_\_\_

Location \_\_\_\_\_

DATES \_\_\_\_\_ Number of days requested \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Superintendent's Signature*

\_\_\_\_\_  
Date