



## **UIL Stipends and Extra Duty Procedures**

- I. Directors of Elementary and Secondary Curriculum send out spreadsheets to UIL coordinators on each campus confirming coaches and stipends (total amount for each campus) for each campus during the first six weeks of school.
- II. Directors of Elementary and Secondary Curriculum collect all spreadsheets from the campuses by the end of 1<sup>st</sup> six weeks of school.
- III. Directors of Elementary and Secondary Curriculum keep this information.
- IV. Campus Coordinators verify all coaches and duties performed after completion of UIL events for the school year.
  - Elementary:
    - Principal signs coaching roster to verify all coaching information is correct.
  - Secondary:
    - Principal signs coaching roster to verify all information is correct and within budget.
- V. Campus Coordinators send signed spreadsheets to Directors of Elementary and Secondary Curriculum.
- VI. Directors of Elementary and Secondary Curriculum turn in verified payroll spreadsheets to Executive Director or Curriculum for submission to payroll department.
- VII. Executive Director of Curriculum uses current year spreadsheets to plan for budget for upcoming school year.
- VIII. Once budgets are approved the following school year, Executive Director of Curriculum disseminates budget information to Directors of Elementary and Secondary Curriculum.