

Procedures for Applying for Athletic Bonuses and Extra-Curricular Supplement Tier Increases (Robotics, Band, Drama)

Extra-Curricular Tier Increase Request Procedures

Robotics/STEM – These requests are to be submitted to Tracy Wright in April of each school year, but **no later than April 30th** of each year. The requests will be made via a paper application process. At the beginning of each school year Mr. Wright will provide an approved list of required tasks that must be completed to achieve each Tier increases. Along with this task list, he will also provide listing of the support documents that will be needed to justify the completion of the tasks listed. When submitting your application for a Tier increase you will be required to provide these support documents with your application. Once Mr. Wright has signed off and approved your Tier increase, he will provide this to the CSFO for approval and payment. These applications and support documents will be kept in a binder with Mr. Wright. ***Expected payout – May of each year**

****There is only one supplement given in total for STEM. If teachers decide to divide this supplement then only one application is needed. Please list all of the teacher’s names on the application and detail out how the funds are to be split up.**

Band & Drama – These requests are to be submitted to Dr. Jamey McGowin in April of each school year, but **no later than April 30th** of each year. The requests will be made via a paper application process. At the beginning of each school year Dr. McGowin will provide an approved list of required tasks that must be completed to achieve each Tier increases. Along with this task list, he will also provide listing of the support documents that will be needed to justify the completion of the tasks listed. When submitting your application for a Tier increase you will be required to provide these support documents with your application. Once Dr. McGowin has signed off and approved your Tier increase, he will provide this to the CSFO for approval and payment. These applications and support documents will be kept in a binder with Dr. McGowin. ***Expected payout – May of each year**

Post Season/Playoff - These requests are to be submitted to Dr. Jamey McGowin in May each school year, but **no later than May 31st**. The requests will be made via a paper application process. The application that is submitted to Dr. McGowin should have already been signed by the coach, AD, and Principal. Once these applications have been approved by Dr. McGowin they will be turned into the CSFO for approval to pay. ***Expected payout – June of each year**

Summer Competition Dates and Strength & Conditioning Days - These requests are to be submitted to Dr. Jamey McGowin in May each school year, but **no later than July 31st**. The requests will be made via a paper application process. The application that is submitted to Dr. McGowin should have already been signed by the coach, AD, and Principal. Once these applications have been approved by Dr. McGowin they will be turned into the CSFO for approval to pay. ***Expected payout – August of each year**

Additional Athletic Bonus Procedures

Currently there are 4 additional athletic bonuses:

\$500 – Obtain/Maintain CDL

\$100 – Making Post Season/Playoff (per sport)

\$200 – 5+ Summer Competition Dates

\$500 – 15+ Summer Strength/Conditioning Dates

These will have different application dates so please pay close attention to these procedures.

Due **anytime** during year:

- Paper application plus: Proof of obtained/renewed CDL license *(Beginning August 2023 – Coaches with CDL must drive for their sport(s) and not charge their sport for a driver (unless Charter Buses are used). Failure to do this will disqualify you for the additional pay.
- Application and proof can be submitted to Samantha Stoddard at Central Office

Due by **April 30th** each year: (Paid out in May)

- Paper application plus: Proof of the completed tasks required for the increase to Tier 2 or 3 for STEM, Band, or Drama.

Due by **May 31st** of each year: (paid out in June)

- Paper application plus: Proof of Post Season/Playoff Appearance(s) {All Sports}
- Proof of completion provided must be signed by the Athletic Director prior to submitting the application to the Principal for approval

Due by **July 31st** of each year: (paid out in August)

- Paper application plus: Proof of 5+ Summer Competition Dates and/or proof of the 15+ Strength and Conditioning Dates completed. For each of these, proof of the completion provided must be signed by the Athletic Director prior to submitting to the Principal for approval.

*****Failure to submit these by these posted due dates may result in disqualification of the additional pay.***

