

HIGHLAND FALLS-FORT MONTGOMERY  
CENTRAL SCHOOL DISTRICT

CHAPERONE PAYROLL CLAIM FORM

(Please use BLUE Ink Only)

Name: \_\_\_\_\_

School: \_\_\_\_\_

SPECIAL EVENT

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Hours

Beginning time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

Please be advised:

1. The present rate for cafeteria duty and the chaperone stipend is \$15.00 per hour.
2. Non-school day chaperones will receive \$15.00 per hour up to a maximum of \$120.00. The maximum amount of an overnight/weekend chaperone trip will be \$240.00.
3. If you choose to chaperone an event that takes place during the normal school day, there is to be no expectation of a chaperone stipend if the event goes beyond the normal school day.

Approval of Principal: \_\_\_\_\_

Date

Approval of Assistant Superintendent: \_\_\_\_\_

Date