

STIPEND VOLUNTEER*

Name

Volunteer:

Location:

Volunteer Duties:

Volunteer's Requirements:

Is the volunteer a current employee of the Archdiocese? Yes _____ No _____

Is the volunteer a previous employee of the Archdiocese? Yes _____ No _____

Is the volunteer displacing a regular employee? Yes _____ No _____

Is the amount no more than 20% of what a regular employee would be paid: Yes _____ No _____

Is the fee a substitute for wages: Yes _____ No _____

Is the fee tied to productivity: Yes _____ No _____

Is the fee tied to hours: Yes _____ No _____

Are services provided as needed and not throughout the year: Yes _____ No _____

***PLEASE NOTE: IF YOUR ANSWER IS YES TO ANY OF THE ABOVE QUESTIONS CONTACT HUMAN RESOURCES BEFORE PROCEEDING**

Stipend**:

Enter Volunteer Stipend Amount

PAY AS ACCOUNTS PAYABLE CHECK - NOT PAYROLL

Authorization: _____

Supervisor Signature: _____

*Permitted under Department of Labor Opinion Letters FLSA2005-51 and FLSA2006-18

**Annual amount over \$600 must be reported to the IRS via forms W-9 & 1099 Misc

Volunteer Stipend form

Revised 11/06/2024

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