

# STIPEND VOLUNTEER\*

Name

Volunteer:

Location:

Volunteer Duties:

## Volunteer's Requirments:

Is the worker a current employee of the Archdiocese? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the worker a previous employee of the Archdiocese? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the worker 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 \_\_\_\_\_

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

## Stipend\*\*:

Enter Volunteer Stipend Amount

PAY AS ACCOUNTS PAYABLE CHECK - NOT PAYROLL!

## Authorization:

Supervisor Signature:

\*Perminted 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 2/08/2024

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