



MONTA VISTA ATHLETIC BOOSTERS

HONORARIUM PROGRAM POLICY

Approved January 27, 2010

The Monta Vista Athletic Boosters (MVAB) have agreed to award honorariums to certain individuals who provide services to a Monta Vista athletic team. These services include but are not limited to coaching.

The maximum honorarium amount awarded by the MVAB will be \$1000.00. The exact amount of the honorarium will be limited by Monta Vista High School administration's policy regarding honorariums. But in no case, will the honorarium exceed \$1000.00 for any sport during a school year.

The amount of honorarium awarded for a specific sport will be deducted from that sport's Booster membership distribution. Therefore, the honorarium amount may be limited by the total number of paid MVAB memberships for that sport.

In order for the MVAB to consider the awarding of an honorarium, the sport's head varsity coach must submit the completed Honorarium Request Form (HRF) to the MVAB no later than two weeks prior to the last scheduled regular season game, match, meet or tournament.

The HRF must be completely filled out and signed by the sport's head varsity coach, an athletic director and by the Dean or Vice Principal in charge of athletics at the time of the honorarium request. The completed HRF will include the dollar amount of the honorarium and a completed & signed W-9 form from the individual receiving the honorarium.

Approved honorariums will be awarded (paid) at the same time as the sport's MVAB membership distribution. This usually occurs shortly after the team's current season is completed.

MVAB will report all honorariums in excess of \$599.00 to the Internal Revenue Service(IRS) via form 1099 (subject to change as necessary per new IRS reporting requirements). IRS (1099) reporting is per calendar year, not school year.

MVAB reserves the right to terminate honorariums immediately with or without notice upon approval of the Board of Directors.

MVAB believes this program to be in full compliance with all rules and regulations of Monta Vista High School, Fremont Union High School District, Santa Clara Valley Athletic League and the Central Coast Section. If it is determined this policy is not in compliance with the rules and regulations of one or more of these governing bodies, this program will be immediately suspended.



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HONORARIUM REQUEST FORM

Date: _____

Sport: _____

Fall/Winter/Spring (circle one)

Var/JV/Fresh (circle one)

Honorarium Recipient Name: _____ **Amount: \$** _____

Honorarium Recipient Address: _____

City: _____ **State:** _____ **Zip:** _____

Purpose for Honorarium: _____

APPROVAL:

Head Varsity Coach:

Signature

Date: _____

Print Name

Head Varsity Coach E-Mail

Athletic Director:

Signature

Date: _____

Print Name

Dean or Vice Principal: _____

Signature

Date: _____

Print Name

Monta Vista Athletic Boosters Use Only

Date Received: _____

Completed Correctly?: Y/N

W-9 Included?: Y/N

Sufficient MVAB Membership Distribution for Honorarium Amount? Y/N

If No, Distribution Amount: \$ _____

Approval Date: _____

Check Date: _____

Check Amount: \$ _____

Check Number: _____