

SYSTEMS OF HOPE Stipend Procedures

Protocol: Stipends are given to family members on the governing board and to family members previously or currently enrolled in Systems of Hope for governing board approved meetings. Meetings include:

- a) Governing Board meeting.
- b) Governing Board Ad-Hoc meetings.
- c) Work Team and Council Meetings.
- d) Work Team/Council Sub-Committees.
- e) Systems of Hope sponsored trainings.
- f) Systems of Hope special events (Children's Mental Health Awareness Day, Conferences, Focus Groups and/or survey projects, etc).
- g) Systems of Hope Program Development Activities.
- h) Systems of Hope management and/or Governing Board request family representation.

Procedure: Family members receive a \$50.00 stipend for in person attendance of meetings and a \$25.00 stipend for telephone conference attendance. In order to receive a stipend a family member must:

- a) Attend an approved activity stated above.
- b) Complete a stipend request form.
- c) Submit the stipend request form to the staff person attending the activity for a signature.
- d) Complete a new W9 form each year or when there is a change in address.
- e) Abide by the information on the stipend request form.

5/3/2010