

**Preston County Schools  
Extracurricular Assignment and Pay Authorization**

Name of Employee \_\_\_\_\_ ID# \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Activity \_\_\_\_\_ Activity Date(s) \_\_\_\_\_

Time Required (Hours or Days--Itemized) \_\_\_\_\_

Total Time of Contract (Hours or Days) \_\_\_\_\_

Rate of Pay Per Hour or Day \_\_\_\_\_ Amount to Be Paid \_\_\_\_\_

I hereby apply for sponsorship of the above activity for the total number of hours as indicated at the pay schedule adopted by the Preston County Board of Education. I understand that this is a **one-year assignment**, to be terminated at the end of the school term, unless reassigned: **this assignment may be subject to Board Approval. Please submit to the appropriate funding source two weeks prior to activity.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Supervisor/Principal

\_\_\_\_\_  
Date Approved

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**FOR COUNTY OFFICE USE ONLY (Return to employee after approval.)**

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date of Board Approval

\_\_\_\_\_  
Amount Approved

\_\_\_\_\_  
Budget Source Code

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**PAY AUTHORIZATION (Resubmit to county office for payment.)**

I hereby certify that sponsorship of the above activity has been completed, and the employee is now eligible for the amount of pay indicated above.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Supervisor/Principal

\_\_\_\_\_  
Date Approved

**Make a copy for your records and return this entire form to the Central Office.**