



# PRIME TIME, INC.

Stipends may take up to a month to be issued. This document and W-9s must be submitted. The stipend for the Program Coordinator is processed once all closeout materials are submitted.

## Team Member Stipend Release Form

Program Coordinators: Please collect contact information and W-9s from each trained team member during the Organizational Meeting before your program begins. Waiting until after the program has ended can make collecting this information difficult and jeopardize your ability to close the program in a timely manner. When the program is done, complete this form with the remaining details and upload immediately. Stipends are mailed to the address listed on the W-9. If team members have moved, a new W-9 is needed to reflect this change in address.

*NOTE: If one of the trained team member roles was not included in your program, please leave that row blank.*

HOST SITE NAME: \_\_\_\_\_

Trained Team Member Printed Name	Issue Stipend (circle one)	# of Sessions (write the #)	Team Member Signature Verifying # of Sessions Completed
Program Coordinator Name:	YES NO		
Preschool Assistant Name: (FRT only)	YES NO		
Preschool Facilitator 1 Name: (PTP only)	YES NO		
Preschool Facilitator 2 Name: (PTP only)	YES NO		
Scholar Name:	YES NO		
Storyteller Name:	YES NO		
Substitute 1 (if any) Name:	YES NO		
Substitute 2 (if any) Name:	YES NO		