

## STIPEND PROCEDURE

### **Purpose:**

In order to promote and defray the costs of volunteering, programs may offer nominal stipends.

### **Policy:**

1. Funds must be approved in the program's budget.
2. Employees of UMCHS, Inc. are not eligible
3. A Stipend Program Volunteer Log needs to be filled out for every session
4. Stipends may not exceed budgeted amount
5. You are only eligible for one Free to Grow Leadership Training stipend.
6. Criteria
  - A. Free to Grow Leadership Training
    - i. Stipend participants must be income eligible
    - ii. Stipend Participants must be a Head Start Parent
    - iii. A minimum of 7 sessions must be attended to receive a Stipend.
    - iv. At the end of the training, those having attended a minimum of 7 sessions will receive \$12 for every session attended.
    - v. A bonus of \$30 will be paid on completion of all 10 sessions.
    - vi. Sessions will include homework, community outreach, and organizing activities.

|                       |              |
|-----------------------|--------------|
| First 7 sessions      | \$84.00      |
| Additional 3 sessions | <u>36.00</u> |
|                       | \$120.00     |
| Bonus on completion   | <u>30.00</u> |
| Total                 | \$150.00     |

- B. Youth Volunteers
  - i. Stipend participants must be current middle school, junior high or high school students
  - ii. Stipend participants must volunteer at least 2 hours per month
  - iii. Stipend participants must read to children or assist with other literacy-based activities during this volunteer time at a Head Start site
  - iv. Stipend awards will be \$20 for 3 months of volunteering
  - v. Stipend participants are eligible for stipends up to 4 times per year