

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CONTRACT EMPLOYEE AUTHORIZATION FOR SPONSORED EVENT**

(All data must be typed)

GENERAL PROCEDURES

1. A Contract Employee must be designated for any sponsored event on campus. * Note: A designated employee must be present (at the location of event) during the entire event.

2. This form must be completed and signed before the On-Campus Facilities Use Request for the sponsored event will be processed. If compensation is to be paid to the contract employee for monitoring the sponsored event, please indicate below. Note: You must still complete & sign the Overtime Authorization Form required by District. Then either an overtime or comp time sheet must be submitted no later than the third working day of the following month (same deadline as Work report)

Date(s) of Event: _____
Name of Sponsored Event: _____

Designated
Contract
Employee(s)

_____ Last First Initial
Dates Covering Event: _____

_____ Last First Initial
Dates Covering Event: _____

_____ Last First Initial
Dates Covering Event: _____

Location CHC Department _____

COMPENSATION DURING EVENT TO BE PAID: *YES _____ (IF yes, complete below sections) No _____

Working Date(s) _____ Total hours to be worked _____

APPROVAL

Contract Employee _____ Date _____
RCM Signature _____ Date _____