

Elected Statewide CFT Leadership Stipend Request and Certification

As per Resolution 2 from the 2011 CFT Convention, CFT will compensate persons serving in CFT positions elected statewide who are not receiving release time, load reduction, or a reasonable stipend for CFT work from their local. Completion of this form is required for payment.

Guidelines and Directions

- 1) Only one stipend will be issued per person for any given period.
- 2) The CFT leadership stipend is \$500 per period.
- 3) Both sections of this form must be completed for payment consideration. Section I is for payment and tax reporting by the recipient. Section II is for verification by another local leader for eligibility.
- 4) If you received any form of compensation from the local for CFT work, you are required to disclose it. A "reasonable stipend" paid by the local is any amount equal to or greater than the CFT leadership stipend. CFT will make whole and pay the difference between the CFT leadership stipend and the local's stipend.
- 5) Stipends will be issued for the periods of Spring and Fall. Spring is the period of January 1–June 30 and Fall is the period of July 1–December 31. Fall Stipends will be paid by March 15 and Spring Stipends will be paid by September 15.
- 6) Stipends will only be issued to those who are eligible and who serve 50% or greater for the stipend period, i.e. at least 90 days or 3 months of the period.

SECTION I: Instructions

- 7) Complete Section I including the CFT statewide title and the start date and end date of the position served. (Example: If elected at the 2013 Convention, the start date would be April 1, 2013 and end date would be June 30, 2013 for Spring 2013 period. The same person would record July 1, 2013 as start date and December 31, 2013 for Fall 2013 period).
- 8) This form must be filed with CFT for each period a stipend is requested and must be received **no later than 30 days** after completion of the period.
- 9) You are responsible for reporting the taxable portion of this payment to the IRS.

SECTION II. Instructions

- 10) One of your local union leaders must complete Section II Verification. A local leader is the president, treasurer, or senior vice president who is not the recipient of the stipend.



SECTION I: Elected Statewide CFT Leadership Position Certification

"I, _____, (Name of stipend recipient) certify that during the period of _____ (Start date) to _____ (End date), I served in the elected statewide position of _____ (Title of position) and during the same period of time indicated above I did not receive release time, load reduction, or a reasonable stipend from the local for CFT work. To the best of my knowledge all information is correct and I am entitled to the full or partial CFT stipend."

Statewide Officer Name _____

Address _____

City and Zip _____

Social Security Number _____

Signature _____

Date _____

SECTION II: Verification by Local

"I, _____, (Name of local leader) certify that during the period stated above that _____ (Name of stipend recipient) did not receive release time or load reduction from the local or district for CFT work. Additionally, the person named above for the same period of time received _____ (Dollar amount of local stipend) from the local for CFT work."

Local Name and Number _____

Leader Name and Title _____

Signature _____

Date _____

Return request to: CFT Secretary Treasurer, 2550 North Hollywood Way, Suite 400, Burbank, CA 91505

FOR OFFICE USE: Date received _____ Date approved _____ Date check mailed _____

