

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CONTRACT EMPLOYEE AUTHORIZATION FOR SPONSORED EVENT

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

This form must be completed and signed before processing the On-Campus Facilities Use Request for the sponsored event. Please indicate below if compensation is to be paid to the contract employee for monitoring the sponsored event.

Note: You must complete & sign the Overtime Authorization Form required by District Payroll. Then either an overtime form or comp time form must be submitted no later than the third working day of the following month (the same deadline as the work report).

DATE(S) OF EVENT:

NAME OF SPONSORED EVENT:

Employee name(s)

- 1.
- 2.
- 3.

Compensation during event to be paid: Yes (if yes complete below section) No

Working Date(s):

Total Hours to be worked:

Contract Employee

Date:

Responsibility Center
Manager

Date:

Administrative Services

Date: