

If you want to pay a Bard student for certain services:

You can hire Bard students for your events who are known for their DJing, photography, videography, driving skills!

REQUIRED ATTACHMENTS: None!

FILLING OUT THE STUDENT PAYMENT REQUEST:

1. **Because you are paying a Bard student, you have to wait until after the event to submit their *Student Payment Request*.** These forms are submitted through Student Payroll, not through the typical Check Run Schedule. If they do not currently have a job on campus, they must visit the Student Employment Office in the Physical Plant (1st floor of B&G barn) to fill out appropriate paperwork. These payments will come directly from Student Employment on the same schedule that paychecks are on! (If the Bard student you're paying already has a job on campus, this amount will simply be added to their typical paycheck/Direct Deposit.)
2. Take a ***Student Payment Request*** from the Student Activities Office. On the sheet, please fill out the following sections:
 - a. **"Student's Name"**: Put the name of the student being PAID
 - b. **"Their Student ID"**: ID number of the Bard student being PAID
 - c. **"Name of person making request"**: The full name of the club head/member filling out this request (PLEASE NOTE: you cannot complete a request to pay yourself for a service)
 - d. **"E-mail of person making request"**: The e-mail address of the club head/member filling out this request.
 - e. Indicate whether this payment **"Is/was for an event?"**. If so, indicate the **"Event Title"** and **"Date"** of the event.
 - f. In the **"Description of Purchase"** table, you just need to summarize what the payment is for and for what event.
 - i. Example: "Photography Payment for ISO Cultural Show".
 - ii. If the payment wasn't for a specific event, please include the reason for the purchase.
 1. Example: "Driving from Bard to Poughkeepsie to pick up Bard Free Press issues".
 - g. If you paid them hourly, include the number of hours in **"# of hours"** and the rate per hour in **"Pay Rate"** section. If you paid them a lump sum, write it in **"Amount"**.
 - i. **Please note:** The maximum payment to a student is double the current NY State minimum wage for hourly service or a lump sum stipend payment that does not exceed \$100.
 - h. Calculate and write down the **"Total"** of the payment.
 - i. **"Club Head/Member (print)" & "Club Head/Member (sign)"**: Print and sign your name.
 - i. Please note: Only a few clubs can pay their club members for select services. Please speak with Student Activities if your club falls into this category. If you performed a service for your own club, you cannot sign your own *Check Request*. You have to get a/another club head to sign your *Check Request* for you.
3. Submit the ***Student Payment Request*** into the collection bin in the Student Activities Office.

FAQ:

Q: Is it possible to pay one of my club members to drive us around?

A: No. However, student drivers unaffiliated with your club can get paid. Hourly wages equivalent to the current NY State minimum wage may be provided for time spent only in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college- owned vehicle. For exemptions, contact the Treasurer.

Q: I've heard of club members getting paid an "Event Host Fee". What is that?

A: Payment for taking on the responsibility of an Event Host at large events where alcohol is provided is permitted. For more information about this concept, visit the Student Activities Office.

Q: Can I pay a student who can design a website for my club?

A: No. Payment to students for event planning, web design, or poster design is prohibited. Clubs should seek out SPARC for these free services.