

# ***TEMECULA VALLEY EDUCATORS ASSOCIATION***

“Exhibit E”

## **Certification for Stipend Payment** **Site Representative**

Site Representatives of the Temecula Valley Educators Association are paid an annual stipend of \$100.00. Stipend amount is subject to pro-ration based on level of service. In order for payment to be made, Site Representatives must certify the following:

\_\_\_\_\_ I certify that I distributed Association communications to my staff members in a timely manner.

\_\_\_\_\_ I certify that I regularly attended TVEA Rep. Council meetings and secured a substitute when I was unable to attend.

\_\_\_\_\_ I certify that I personally contacted all non-TVEA members at my site and solicited them to join the Association

\_\_\_\_\_ I certify that I solicited staff members at my site to volunteer to participate in Association business.

\_\_\_\_\_ I certify that I conducted monthly staff meetings at my site to relay information regarding Association business.

\_\_\_\_\_ I certify that I have met the above stated requirements as a TVEA Site Representative.

\_\_\_\_\_ I certify that I conducted elections at my site and returned voting materials by the agreed upon date.

\_\_\_\_\_ I certify that I represented site members with administration when needed.

\_\_\_\_\_ **% (0-100)** Percentage of responsibilities completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Site