

SF2020: Reynolds Partnership- Stipend Administration Instructions

For POST Surveys

Each SF2020 organization will receive money for stipends from United Way, once for the pre-test surveys in fall, and once for the post-test surveys in spring. United Way will not be preparing stipends for this process this year.

Before administering the stipends to survey participants

- For Parents
 - Ensure they have signed a consent form.
 - Make sure parent has completed the survey.
 - Have the parent complete and sign the Stipend Log.
 - Give them their \$20 stipend envelope.
- For Students
 - Ensure they and their parent have signed a consent form.
 - Make sure student has completed the survey. (If online, they can show you the completed screen).
 - Have the student complete and sign the Stipend Log.
 - Give student their \$10 stipend envelope.

After administering the stipends to survey participants

1. Make an electronic scanned copy of the Stipend Log.
2. Send Cassiel@unitedway-pdx.org the scan of this log.