

NOTICE TO ALL GROUPS CONTRACTING WITH A SERVICE PROVIDER:

Pre-authorization from the Activities Office must be received for all contractors (choreographers, coaches, clinicians, trainers) who will provide either paid or volunteer service while working directly with students (individually or as a group). This authorization must be received by the Activity before services have begun. Please contact the Staley High School Activities Director for details and pre-approval.

Requests for payment to service providers must have a signed Clinician’s Contract Verification form and an invoice from the service provider attached to the Falcon Club Request for Payment. No payment to any service provider will be made by Falcon Club without the approval and pre-authorization of the Activities Office.

UPDATED: July 2020