

**O. Contract Employee Authorization for Sponsored Events**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CONTRACT EMPLOYEE AUTHORIZATION FOR SPONSORED EVENT**

(All data must be typed)

**GENERAL PROCEDURES**

- 1. A Contract Employee must be designated for any sponsored event on campus. \* Note: A designated employee must be present (at the location of event) during the entire event.
- 2. This form must be completed and signed before the On-Campus Facilities Use Request for the sponsored event will be processed. If compensation is to be paid to the contract employee for monitoring the sponsored event, please indicate below. Note: You must still complete & sign the Overtime Authorization Form required by District. Then either an overtime or comp time sheet must be submitted no later than the third working day of the following month (same deadline as Work report)

Date(s) of Event: \_\_\_\_\_  
 Name of Sponsored Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Designated  
Contract  
Employee(s)

	Last	First	Initial
Dates Covering Event:	_____		
	Last	First	Initial
Dates Covering Event:	_____		
	Last	First	Initial
Dates Covering Event:	_____		

Location SBVC Department \_\_\_\_\_

**COMPENSATION DURING EVENT TO BE PAID: \*YES \_\_\_\_\_ (IF yes, complete below sections) No \_\_\_\_\_**

Working Date(s)	_____	Total hours to be worked	_____
	_____		_____
	_____		_____

**APPROVAL**

Contract Employee	_____	Date	_____
RCM Signature	_____	Date	_____