



## HONORARIA REQUEST FORM

NAME: \_\_\_\_\_  
(Please Print)

BOARD: \_\_\_\_\_  
(Please Print)

SCHOOL: \_\_\_\_\_  
(Please Print)

SCHOOL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL: \_\_\_\_\_

\*S.I.N. \_\_\_\_\_ (**required for cheques payable to individuals**)

\*Queen's University collects, maintains, uses, and discloses personal information in accordance with the Ontario *Freedom of Information and Protection of Privacy Act*. Queen's University requests the above information (under the *Revenue Canada Act*) for the reporting of income. If you have any questions or concerns about the information collected or how it will be used, please contact Glenda Kaye, Director of Financial Analysis and Budgeting at 613-533-3034.

**I would like the cheque made payable to me directly.**

**I would like the cheque made payable as follows (i.e. Graduation fund, Science Dept.)**

List the name of the candidate(s), the timeframe under your supervision, and the percentage of time within the specified timeframe (i.e. half days would be 50%) Secondary Associates are asked to indicate the number of periods per day with the candidate (both observation and teaching periods).

**Example**

Candidate	Timeframe	# Weeks	%	# periods (secondary only)
John Student	October 2 – October 27	4	100	4/4
Jane Student	November 20 – December 22	5	50	2/4
John Student	February 12 – March 9	4	25	1/4

**\*Please note that Honoraria is not paid for the Alternative Practicum (March 19 – April 5)**

Candidate	Timeframe	# Weeks	%	# periods (secondary only)

Please return by **March 23, 2007** to:

**Practicum Office**  
**Faculty of Education**  
**Duncan McArthur Hall**  
**Queen's University**  
**Kingston, Ontario K7L 3N6**