



## Extra Wages Program



The Extra Wages Program is set up to help raise extra funds for those persons who qualify thereby giving team members of Simonhouse Bible Camp a more reasonable income from the summer. This program is separate from an honorarium given out by the camp.

The Extra Wages Program is a pot. The more money received for the fund, the more money each person enrolled in it will receive up to a set maximum set by the camp administration. This program requires some work on your part prior to arriving at camp therefore consider carefully if this program is for you.

### **REQUIREMENTS:**

1. You must be enrolled in a post-secondary institution during the year following the summer or show a specific financial need. (You may be asked at some point to submit proof of enrolment (ie. Acceptance letter, tuition receipt, etc.)
2. You must work a minimum of 6 weeks including Staff Training week.
3. You must send a minimum of 20 letters to people who are likely to donate money towards the fund.

### **PROCEDURE:**

1. Check off your interest in being a part of the Extra Wages Program on your staff application and write down the name of the post-secondary institution that you are **enrolled in** or send a note along explaining your specific financial need.
2. Once you are accepted as staff and have returned your signed staff contract you will be sent your minimum # of letters, and an Accountability Form.
3. Write a personal note on each letter in the spaces provided.
4. Fill out the Accountability Form and mail letters. (If it's not recorded completely and accurately, it does not count)
5. Donations for the Extra Wages program must be received by July 31, 2022.
6. At the end of camp the Fund will be divided among the staff, by camp administration, according to how much is raised for the program, the number of weeks you work, and in accordance with the maximum set in place.
7. In addition to regular payroll deductions, Simonhouse Bible Camp will deduct 10% of the gross amount of the money raised to cover administrative costs (the camp's portion of payroll deductions, office processing fees, etc.)
8. Payment will be made at the time honorariums are paid, no later than August 31, 2022
9. The camp administration reserves the right to make adjustments and final decisions regarding all Extra Wages Program matters.

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