

Dear OLLI Course Presenter,

As you know, one of the perks in appreciation for your dedication to leading an OLLI course (also referred to as a “learning program” or “workshop” for University purposes) is an honorarium (also called “travel stipend”). The current formula we have adopted for OLLI is \$25 per scheduled 90-minute class meeting (examples: 5 class meetings = \$125, 8 meetings = \$200, and 10 class meetings = \$250), \$22.50 per 75-minute class meeting, and \$20 per 60-minute class meeting. Honoraria payments for class sessions longer than 90 minutes will be formulated using the 90-minute class session rate. We hope that this small token of appreciation helps defray your transportation or other related expenses.

**Acceptance of the honorarium is, of course, optional. Some presenters generously waive it as a way to contribute to operational expenses and support low-cost lifelong learning to our members. Thank you!**

The University of Connecticut policy/process for generating honorarium payment is as follows:

- A letter generated from the recipient (OLLI course presenter in this case) with exact meeting dates, title of course, and signature, etc. You should use the enclosed form for this purpose. **The attached form must be filled out and mailed or emailed back to us by January 6, 2017 for Winter courses, and February 10<sup>th</sup> for Spring courses.**
- Vendor Application and W-9 Form (*for first time honoraria recipients only*), which should be completed online at <http://www.paymentworks.com/uconn>

Payments are issued at the conclusion of the program (up to a couple of weeks after the last day of your class).

Please complete the form below and email to [fiona.demerell@uconn.edu](mailto:fiona.demerell@uconn.edu), OR print it, sign it, and mail (to the address below). Please call me with any questions (203-236-9808). Thank you again; together you are making OLLI a true success!

*Fiona de Merell*

Fiona de Merell, Event and Outreach Coordinator  
Osher Lifelong Learning Institute at the University of Connecticut  
Room 106  
99 East Main Street Waterbury, CT 06702

DATE: \_\_\_\_\_

Fiona de Merell  
Event and Outreach Coordinator  
Osher Lifelong Learning Institute at the University of Connecticut  
Room 106  
99 East Main Street Waterbury, CT 06702

Dear Fiona,

Please process an honorarium of \$ \_\_\_\_\_ for my role as a presenter in the Osher Lifelong Learning Institute's non-credit:

Fall                  Winter                  Spring                  Summer                  Year: \_\_\_\_\_ session

Title(s) of program(s) or course(s): \_\_\_\_\_

Meeting dates for program(s) or course(s): \_\_\_\_\_

Presenter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please check here if you are waiving honoraria. Thank you for your support!

Sincerely,

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_