



Dear OLLI Course Presenter,

As you may 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 a “travel stipend”). The current formula for calculating your OLLI honorarium is as follows:

- \$25 per 90 minute class meeting  
(examples: 5 class meetings = \$125, 8 class meetings = \$200, 10 class meetings = \$250)
- \$22.50 per 75 minute class meeting
- \$20 per 60 minute class meeting

*Honoraria for class meetings longer than 90 minutes will be formulated using the 90 minutes rate.*

Honoraria are processed on or soon after the last day of your class. Acceptance of an honorarium is optional. Some presenters generously waive their honoraria as a way to further support low-cost lifelong learning for our members. We thank you!

The University of Connecticut process for generating honoraria is:

- A letter from the recipient (the OLLI course presenter) with exact meeting dates, course title, and signature. You should use the enclosed form for this purpose. Please ensure we receive it before the date of your last class for the semester.
- ***For first time recipients only:*** A Vendor Application and W-9 form which should be completed online at <http://www.paymentworks.com/uconn> **Please wait for an email invitation before using PaymentWorks.**

Please complete the attached form and email it to: [fiona.demerell@uconn.edu](mailto:fiona.demerell@uconn.edu) or mail to the address below. Please email Fiona or call 203-236-9808 with any questions.

***If you are offering more than one course, please complete one letter for each course. Extra copies are available online or on request.***

We hope this small token of our appreciation will help defray your transportation costs or other related expenses. Thank you again; together we are making OLLI a true success!

Fiona de Merell, Event and Outreach Coordinator  
OLLI@UConn  
Room 106  
University of Connecticut  
99 East Main Street  
Waterbury, CT, 06702

OLLI HONORARIUM REQUEST FORM

DATE \_\_\_\_\_

To: Fiona de Merell  
OLLI@UConn  
Room 106  
University of Connecticut  
99 East Main Street  
Waterbury, CT, 06702

Dear Fiona,

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

(circle semester)      Fall                  Winter                  Spring                  Summer                  Year \_\_\_\_\_

Title of Course \_\_\_\_\_

***If you are offering more than one course, please complete one request form for each course.***

Meeting Dates for Course \_\_\_\_\_

Name of Presenter \_\_\_\_\_

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

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please check here if you are waiving your honorarium. We are always grateful for you generosity!

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

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