

## **Site Facilitator Instructions for Payment**

To ensure effective and efficient compensation for your services, these procedures must be followed for processing of these payment forms. Please note that payment takes a **minimum** of 4-6 weeks to be processed and expedited. Forms **must** be turned in no later than 30 days after the end of the internship.

### **Attached Payment Forms:**

- Site Facilitator pay form
  - W9 (Request for Taxpayer)
- \* If you are a returning employee you are required to fill out the W9

### **Instructions for Site Facilitator**

Everyone **must** complete the W9 form.

Please send all forms to the following address:

George Mason University  
CEHD – Robinson A 308, MS 4B4  
Attention: Lauren Clark  
4400 University Drive  
Fairfax, VA 22030

For questions and other inquiries, contact Lauren Clark at (703) 993-9777 or [lclarkg@gmu.edu](mailto:lclarkg@gmu.edu).

GEORGE MASON UNIVERSITY  
GRADUATE SCHOOL OF EDUCATION  
Office of Teacher Education  
Robinson A308  
(703) 993-9777

SITE FACILITATOR FOR PROFESSIONAL DEVELOPMENT SCHOOLS  
PAY FORM

Please complete this form and return to Lauren Clark, Field Placement Specialist, along with your completed W-9 form during the first month of your work with our intern. **Please note that payment takes a minimum of 4-6 weeks to process once it is received by the Office of Teacher Education.**

SITE FACILITATOR NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL NAME/DISTRICT:  
\_\_\_\_\_

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

Stipends for Site Facilitator are paid based on the number of student interns at the school - \$190 per year for being a Site Facilitator and \$50 for each student intern.

Payments are divided into two semester assignments. Please indicate the number of student interns to calculate the total stipend:

\$95.00 + (\$50.00 X \_\_\_\_\_) Interns = TOTAL \$ \_\_\_\_\_ -