

Outside Speaker/Guest Presenter Honorarium Methods and Procedures

If you are a facilitator who is providing an outside speaker or guest presenter in your course, you may offer an honorarium for their participation once it is approved by the Curriculum Council. If the honorarium is offered, the speaker/presenter may respond in one of several ways:

1. Decline the honorarium.
2. Donate the honorarium to our LLI Scholarship fund. In this case, form Speaker/Guest Presenter Honorarium Transfer to LLI Scholarship Fund is to be completed and emailed to Jessica Guglielmi, LLI Liaison, at jguglielmi@waubonsee.edu. The honorarium may also be donated to an organization that the Speaker/Guest Presenter chooses.
3. Accept the honorarium, to be paid by check and mailed by the WCC/LLI Business Office upon receipt and processing of the necessary paperwork. There are two forms that must be completed which are attached.

a. Forward the attached W-9 form to the speaker/guest presenter to be filled out, returned to you, and then forwarded to the WCC/LLI Liaison, Jessica Guglielmi, at jguglielmi@waubonsee.edu. This form will be kept by the college for future reference.

b. NEW FORM INSTRUCTIONS**THE GUEST SPEAKER/PRESENTER MUST NOW SIGN THE FORM.** On or before the event date, fill out the form, *Lifelong Learning Institute Honorary Outside Speaker/Guest Presenter Invoice* with event and contact information. (Note: Remit payment information must match that in the w-9). **Forward it to your Guest Speaker/Presenter for their signature. This must be signed in order for payment to be processed.** In the LLI Authorization area, print and sign your name (title is LLI Facilitator or LLI Organizer). Forward the completed form to WCC/LLI Liaison, Jessica Guglielmi, at jguglielmi@waubonsee.edu who will coordinate with the college for payment processing.

Note:

➤ If you determine that no payment is to be offered or the offer is declined, please notify the CC Course Proposal Coordinator, Jerry King at jwking4149@gmail.com.

Please note that you should use the forms and instructions given in this email as they have are not available on the LLI website at this time. If you have any questions, please contact Susan Foody, CC Curriculum Assistant at sfoody2017@gmail.com.

Sincerely,
Susan Foody

