

STUDENT ACTIVITIES

Department of Labor and IRS set rules for employment and taxation of wages earned.

Based on Field Operations Handbook, published 2-4-16, Revision 677 regarding Fair Labor Standards Act, Chapter 10 #10b03(e), student activities may, even if receiving a minimal payment, not be considered employment when the activity is part of the student's overall educational program.

As per IRS rules, Students involved in these activities are not employees and will, therefore, not receive W-2's or 1099s even when receiving a payment for the activity. (As per Mr. Bohrer #1001305794 and Ms. DeAngelo #1001306043 IRS SD2802969, 26 U.S. Code 119, & Publication 15B)

THE FOLLOWING LIST IS A NON-EXHAUSTIVE LIST THAT PROVIDES POSSIBLE ACTIVITIES STUDENTS MIGHT ENGAGE IN WHILE ATTENDING NNU AS A STUDENT. THESE ACTIVITIES ARE NOT CONSIDERED EMPLOYMENT. YOU MUST MARK WHICH ACTIVITY(IES) THE STUDENT NAMED BELOW IS INVOLVED IN FOR THE PO REFERENCED BELOW (PLEASE SEND THIS COMPLETED FORM TO PAYABLES):

<input type="radio"/> SGA OFFICERS	<input type="radio"/> INTRAMURAL SPORTS
<input type="radio"/> PEP BAND	<input type="radio"/> DRAMA
<input type="radio"/> STUDENT PUBLICATIONS/WRITING	<input type="radio"/> GLEE CLUBS
<input type="radio"/> MUSICAL PERFORMANCES	<input type="radio"/> BAND PERFORMANCES
<input type="radio"/> CHOIRS	<input type="radio"/> DEBATE TEAMS
<input type="radio"/> RESIDENT ASSISTANTS	<input type="radio"/> TRAVEL GROUPS (COVENANT, ETC)
<input type="radio"/> RESEARCH ASSISTANTS*	<input type="radio"/> TEACHER ASSISTANTS*
<input type="radio"/> AV/TECHNICAL	<input type="radio"/> ITS/IT
<input type="radio"/> GRANT RESEARCH FELLOWSHIPS	<input type="radio"/> ATHLETIC CAMPS*
*APPLIES IF THE STUDENT IS ENROLLED IN THE PROGRAM OR IS ON THE SPORTS TEAM IN WHICH THE ACTIVITY OCCURS	

THE OFFICE ORCHESTRATING THE ACTIVITY MAY PROVIDE A MINIMAL PAYMENT IF IT HAS THE BUDGET TO DO SO:

PO # _____ TOTAL AMOUNT OF PO \$ _____

OF MONTHLY INSTALLMENTS FOR THIS AMOUNT _____

BUDGET # _____ - _____ - 6504- _____

EXPECTATIONS OF STUDENT: _____

PRINTED NAME OF STUDENT: _____ ID# _____

SIGNATURE OF STUDENT: _____

STUDENT ACTIVITIES DO NOT INCLUDE THE FOLLOWING:

<ul style="list-style-type: none">• CLERICAL ACTIVITIES**	<ul style="list-style-type: none">• CONFERENCES & EVENTS SET UP/DOWN
<ul style="list-style-type: none">• GROUNDS & CUSTODIAL	<ul style="list-style-type: none">• LIBRARY STAFFING
<ul style="list-style-type: none">• ATHLETICS FRONT DESK	<ul style="list-style-type: none">• GREETERS & USHERS AT EVENTS
<ul style="list-style-type: none">• WORK STUDY POSITIONS	<ul style="list-style-type: none">• GENERAL AND NON-SPECIALIZED TASKS
**CLERICAL ACTIVITIES MAY QUALIFY IF THE ACTIVITIES ARE RELATED TO THE STUDENT'S PROGRAM (I.E. A BUSINESS MAJOR PERFORMS ACTIVITIES IN HR OR WITHIN THE BUSINESS DEPARTMENT)	

THIS FORM IS FOR APPLICABLE STUDENT ACTIVITIES AS LISTED ABOVE. ALL STUDENT EMPLOYMENT MUST BE REPORTED AS SUCH AND MUST FOLLOW THE HIRING PROCESS THROUGH HUMAN RESOURCES.