

# Policy Regarding Panel Stipends for the Office of Arts & Cultural Vitality

The Office of Arts & Cultural Vitality is deeply appreciative of the time and expertise community members invest in serving on selection panels. OACV will offer all selection panelists non-monetary compensation, as listed below. OACV will offer some selection panelists, as noted below, a monetary stipend in acknowledgment of the time and effort that goes into serving on a panel and to help offset any necessary childcare and transportation costs.

## NON-MONETARY COMPENSATION

All panelists, including board/commission members and City and project staff, will be offered:

- **Parking.** OACV will pay the parking costs for the duration of any panel meeting that lasts longer than an hour. Parking cost will be paid when panelists park in the appropriate lots and follow instructions staff provide in advance of the meeting.
- **Food.** Staff will provide reasonable snacks and/or basic meals as appropriate for the meeting time and duration.

## MONETARY COMPENSATION

### Community member panelists

Community members will receive a stipend for their service as follows:

- Rates:
  - \$50 – quarter day meeting (1 – 2 hours)
  - \$100 – half day meeting (3 - 4 hours)
  - \$200 – full day meeting (6 – 9 hours)
  - \$100 – pre-meeting offsite work to digitally pre-read and pre-score applications (only when requested - project dependent)
- Panelist must submit a W-9 form once and an invoice following each meeting
- Panelists can choose to opt out of receiving a stipend for any reason including if their time is compensated through another source of income such as their regular job.

### City commission/board member and City/project staff panelists

Members of a City-appointed commission or board are volunteers and are not eligible to receive a stipend for their service on a panel.

- Tacoma Arts Commission - TMC 1.28A.060
- Tacoma Creates Advisory Board – TMC 1.55.090

City of Tacoma and project staff are not eligible to receive a stipend for their service on a panel.