Interns must complete these forms before we can process your stipends. Please e-mail your completed paperwork to: hriddle@farrms.org & jliebert@farrms.org

Payments will bemade via ACH, so you will need to provide your bank information. There may be a delay of two to three days between the date your stipend is processed and when it arrives in your bank account.

|  |  |  |  |
| --- | --- | --- | --- |
| **Submit your experience report by…** | **...for stipend to be processed/initiated on …** | **…for the time period of….** | **Pay Period** |
| **05/20/19** | **05/22/19** | **Start Date - May 11 (Orientation) – 05/19/19** | **1** |
| **06/03/19** | **06/05/19** | **05/20/19-06/02/19** | **2** |
| **06/17/19** | **06/19/19** | **06/03/19-06/16/19** | **3** |
| **07/01/19** | **07/03/19** | **06/17/19-06/30/19** | **4** |
| **07/15/19** | **07/17/19** | **07/01/19-07/14/19** | **5** |
| **07/29/19** | **07/31/19** | **07/15/19-07/28/19** | **6** |
| **08/12/19** | **08/14/19** | **07/29/19-08/11/19** | **7** |
| **08/26/19** | **08/28/19** | **08/12/19-08/25/19** | **8** |
| **09/09/19** | **09/11/19** | **08/26/19-09/08/19** | **9** |
| **09/23/19** | **09/25/19** | **09/09/19-09/22/19** | **10** |

Experience Reports are due on days highlighted in RED. Stipends are processed on days highlighted in YELLOW.

| May |
| --- |
| M | T | W | T | F | S | S |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |

| JUNE |
| --- |
| M | T | W | T | F | S | S |
|  |  |  |  |  |  1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| july |
| --- |
| M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |

| AUGUST |
| --- |
| M | T | W | T | F | S | S |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

| september |
| --- |
| M | T | W | T | F | S | S |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  |  |  |  |  |  |