

The deadline for submitting *Relocation Bonus Requests* for consideration for the month of January 2010 is **8:00 a.m., Tuesday, December 1, 2009.**

- No Bonus Requests will be processed after the fiscal year has closed (June 30, 2010).
- Please read all requirements to ensure all original paperwork is accurately and timely submitted.
- *Bonus Requests* will only be processed if submitted by **an administrator** or his/her secretary.
- **White copies** of the *Teacher Relocation Bonus Agreement Form* (Form A) should be sent through courier to HRS/Mary Jo Mills, Rt E. This form should be sent **in addition to** the *Bonus Request Form*. You must request the 2009-2010 version of this form from Mary Jo Mills.

Administrators can contact dee.axson@polk-fl.net or annissa.wilfalk@polk-fl.net with questions regarding the District's Bonus Program.