

COUNCIL OF CHIEF LIBRARIANS, CALIFORNIA COMMUNITY COLLEGES

HONORARIUM AND CONSULTANT SERVICES GUIDELINES

Approved October 27, 2016

Honorarium Definition

The provision of fees or awards of honoraria is intended to provide compensation for participation in seminars, educational programs or the like in which the activity is undertaken to advance the programs and objectives of the Council of Chief Librarians (CCL).

- An honorarium is a one-time payment for short-term services, as outlined in this procedure, where CCL does not expect a particular deliverable (except for presentation digital objects, e.g., PowerPoint, Prezi, handouts of the presentation) and the recipient will not invoice CCL for services rendered. An honorarium must be paid for services provided; it cannot be used to make an award.

Consultant Services Definition

A consultant or independent contractor (IC) is defined as an individual, sole proprietorship, partnership, association or other non-incorporated entity engaged by the Institute to provide specialized advice or service for a fee but not as an employee. This type of individual is commonly referred to as an independent contractor by the IRS.

Travel and Related Expenses

- Reimbursement for travel and related expenses is covered by the CCL Reimbursement Guidelines at cclccc.org.
- Printing or photocopying.

Advance agreement

- All speaker honoraria must be agreed upon in advance and approved by the CCL Board or its Executive Committee.

Eligibility

- Members of the CCL Board are not eligible for honoraria or payment of consulting services.
- All other librarians and non-librarians are eligible for honoraria or consulting services payments.

Services Provided

- Services provided include:
 - Consulting services as described in the CCL MOU for Consulting Services
 - Presentations at CCL workshops, meetings, etc.
 - Presentation of research results
 - Reading of papers
 - Participation or leading of colloquiums, workshops, and seminars
 - Presentation of lectures
 - Presentation materials created specifically for CCL, e.g., PowerPoint, Prezi, and handouts, provided to CCL with creative commons license

Honoraria Guidelines (for speakers)

- Non-CCC system speakers may arrange for speaker fees agreed to on the CCL MOU for Consulting Services
- Cancellation by CCL due to unforeseeable circumstance, the contracted speaker would be paid 100% of the agreed-upon fee. The speaker would send the presentation materials created for the CCL event.
- Cancellation by the contracted speaker due to unforeseeable circumstances, the contracted speaker would be paid 25% of the agreed upon fee if time and effort spent for the engagement is documented, reviewed, provide deliverables, and approved for partial payment.
- Speakers with an established speaker fee structure shall be considered by the board.

Speaker Fee Structure

Full-day (morning and afternoon) <i>One speaker</i>	\$400
Full-day (morning and afternoon) <i>Multiple speakers</i>	\$600 <i>Leaving method of distribution to the panel, but must notify CCL to whom the checks be mailed.</i>
Half-day <i>One speaker</i>	\$200
Half-day <i>Multiple speakers</i>	\$300 <i>Leaving method of distribution to the panel, but must notify CCL to whom the checks be mailed.</i>
90-minutes (or less)	\$125

Federal Tax Information

- In accordance with Internal Revenue Service regulations, payments to US tax residents, which total \$600 or more in aggregate to payee, will be reported as income on a 1099-Miscellaneous Income form.
If recipient is Nonresident Alien, reporting on IRS Form 1042-S will be in accordance with guidelines outlined in separate procedures for payments to [Nonresident Aliens](#).

Payment of Honoraria

Payment of honoraria will be remitted within 90 days of event.