

NORTHSTAR YOUTH FORUM  
P. O. Box 856  
Northborough, MA 01532  
(508)366-1562  
[NSYF.ORG](http://NSYF.ORG)

JULY, 2010

**RE: SCOREKEEPER APPLICATION**

This is to clarify our policy's here at NorthStar Youth Forum on submitting invoices.

- \*Invoices are due on a **monthly basis on or before the 5<sup>th</sup> of each month.**  
**NO EXCEPTIONS** (i.e. September 1 - September 30)
- \*Pay rate sheets will be available after we receive application
- \*Please make sure your signature is on all game sheets

Should you have any questions, please provide them in writing to the NorthStar Youth Forum

List of paperwork needed to be filled out & returned

- \_\_\_\_\_Scorekeeper Application for 2010-2011
- \_\_\_\_\_Independent Contractor Agreement
- \_\_\_\_\_Availability for the 2010-2011 season
- \_\_\_\_\_Holiday availability
- \_\_\_\_\_New Hire and Independent Contractor Reporting Form

Also enclosed is an invoice. You may copy this invoice or use your own with the same format.

**INVOICES should be mailed into the office, faxed or e-mailed within 5 days from the last day of the month**

FAX #508-366-0208

EMAIL: [northstardawn@aol.com](mailto:northstardawn@aol.com) for billing questions  
[bout4rpi@aol.com](mailto:bout4rpi@aol.com) for scheduling questions