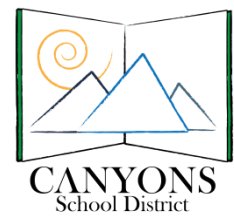


Career and Technical Education

CTSO ADVISOR and ASSISTANT ADVISOR CONTRACT



Note: Advisors and assistant advisors must be content-endorsed instructors teaching approved CTE courses. Chapters with 20 or more students may qualify for an assistant advisor(s).

- ✓ This form must be completed by the CTSO advisor together with the assistant advisors and returned to CTE Coordinator.
- ✓ Advisor must also complete and submit a CTSO Accountability Form to CTE Coordinator by the end of each semester.

CTSO Advisor and Assistant Advisor Duties and Responsibilities

To qualify for a full stipend, advisors and assistant advisors must meet the requirements below.

Registration

- Complete state and national chapter student registrations by the end of 1st semester and affiliate all students who have paid dues.
- Submit a list of registered students to the CTE Coordinator by the end of the first semester.
- Register and supervise students at local, regional and state workshops and conventions.
- Submit verification of state and national affiliation – due May 1 (copy of national roster).

Organization

- Have a functioning presidency with appropriate officers. A list of the school's CTSO officers must be submitted to CTE Coordinator by September 28.
- Hold monthly presidency meetings during the school year. Keep a record of meetings.
- Hold regular (minimum of 6) organization meetings for all members during the school year. Keep a record of meetings.
- Coordinate transportation for chapter activities.
- Keep school administrators informed of your activities and good work. Within a week after competition, send an email to the CTE Coordinator identifying any winning students at state, the category they won and their ranking.
- Recognize chapter and student achievement through promotional media.

Leadership Training

- Supervise chapter meetings.
- Provide students with co-curricular training and professional development experiences.
- Organize the election and training of CTSO officers.

Supervision

- Register, prepare and send students to fall leadership conferences and district, region, state and national conferences.
 - As per district policy JJHA, Student Overnight Travel, conduct parent meeting for overnight travel and complete required agenda and paperwork.
 - Return all required paperwork to responsible CTE Coordinator at least 2 weeks prior to departure date.
- Supervise students at any CTSO related conference or activity, e.g. fall leadership conferences, invitationals, field trips, and district, region, state and national conferences – including riding the bus with students to and from the event.

Professional Responsibilities

- Attend required state and district-sponsored meetings for advisors.
- When appropriate, involve subject area teachers in the student organization.

Financial Assistance

The following financial assistance will be provided if the above criteria are met:

1. The advisor registration (early bird rate), and transportation for supervision at fall leadership will be paid by the district. Per diem will be paid at the district rate.
2. The advisor registration (early bird rate), transportation and lodging costs for supervision at national (as assigned) conferences will be paid by the district. Per Diem will be paid at the district rate.
3. Student registration will be paid by the student for each approved officer (minimum of 3, maximum of 8) attending fall leadership conference. Lodging costs incurred will not be paid or reimbursed by district CTE. Meals are to be paid by students and/or local CTSO.
4. Student registration fees for region and state conferences will be paid by the student. Lodging costs incurred will not be paid or reimbursed by district CTE. Meals are to be paid by students and/or local CTSO.
5. Busing transportation costs will be paid by the district for students and advisors to attend fall leadership, region, and state conferences. If possible, when more than one school is attending an event, all students and advisors will travel on the same bus.
6. Students who are 1st place winners at state conferences and/or state officers may be financially assisted by the state CTSO organization to attend a national conference. The balance of the costs for meals, lodging, registration and transportation is the responsibility of the student. Local CTSOs are encouraged to have fund raising opportunities to assist students.
7. In the event of a national fall leadership conference held in Salt Lake City, area chapters may substitute attendance at the national fall leadership conference for the required state fall leadership conference with no additional advisor compensation.
8. It is understood that the CTSO Advisor Stipend compensates advisors for night supervision, weekend attendance and/or supervision at all CTSO events including non-contract days.

CTSO Advisor Stipend Schedule (paid at the end of the school year)

- Lead Advisor: up to \$2,000.00
- Assistant Advisors: up to \$800.00

Each advisor will meet with their CTE coordinator at year end for evaluation to determine payment. Advisors should be prepared to show documentation of all activities. An individual advisor is eligible to receive one CTSO stipend per year.

I understand the requirements as School CTSO Advisor and agree to the conditions stated in the *CTSO Advisor/Assistant Advisor Contract* in order to be eligible for extra compensation.

CTSO Organization

Advisor

☐ Lead Advisor ☐ Assistant Advisor

Principal

CTE Coordinator

Date

Date