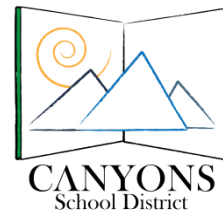


Career and Technical Education

ProStart ADVISOR and ASSISTANT ADVISOR CONTRACT

Note: Advisors and assistant advisors must be content-endorsed instructors teaching approved CTE courses.



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

ProStart 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, national, school, and student registrations by the end of 1st semester.
- Submit a list of registered students to the CTE Coordinator by the end of 1st semester.
- Register and supervise students at local, regional and state workshops and conventions.
- Submit verification of ProStart affiliation – due May 1 (copy of national roster).

Organization

- Have a functioning team with identified team leader. A list of these students must be submitted to CTE Coordinator by region competition.
- Hold (minimum of 6) team practices during the school year. Keep a record of dates.
- Coordinate transportation for ProStart activities with CTE coordinator.
- 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 and Supervision

- Supervise students at training sessions, team practices, and district, region, state and national conferences – including riding the bus with students to and from events.
- Provide students with co-curricular training and professional development experiences.
- Organize the selection and training of ProStart competition team.

Professional Responsibilities

- Attend required state and district-sponsored meetings for advisors and assistant 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), transportation and lodging costs for supervision at fall training, state and national (as assigned) conferences will be paid by the district. Per diem will be paid at the district rate.
2. Student registration fees for fall training 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 ProStart team.
3. Busing transportation costs will be paid by the district for students and advisors to attend fall training and state competition. If possible, when more than one school is attending an event, all students and advisors will travel on the same bus.
4. Students who are 1st place winners at the state ProStart competition may be financially assisted by the Utah Restaurant Association. The balance of the costs for meals, lodging, registration and transportation is the responsibility of the student and/or local ProStart team.

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

- Catering school functions outside of contract time will be negotiated at the school level.
- ProStart Advisor Stipend if attends fall training: \$800.00
 - Assistant Advisor if attends fall training: \$300.00
- ProStart Advisor Stipend if team competes at state: \$1200.00
 - Assistant Advisor if team competes at state: \$500.00

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

ProStart Advisor

Date

☐ Lead Advisor ☐ Assistant Advisor

Principal

CTE Coordinator

Date

Date