

CTSO HIGH SCHOOL ADVISER EXTENDED HOUR STIPEND FORM



Student Organization	
School	
Adviser Name	
Date	

Please keep a record of hours spent on student supervision activities at the local chapter level by using the [Advisers CTSO adviser stipend tracker form](#). This record is to be submitted with your stipend form and a [CTSO Voucher Form](#) to the district CTE coordinator by the last working day in May. Advisers should meet all Adviser Expectations requirements below to receive any CTSO stipend money.

**Adviser Expectations**

- Submit state and national affiliation
- Leadership training
- Compete in region/area/state competition
- Monthly meeting/activity

1. Register with the State and National affiliated organization (minimum of 6 members) and attach a roster. Yearly operating money from the district may NOT pay student dues.

Date \_\_\_\_\_ Number of Students \_\_\_\_\_ Hours \_\_\_\_\_

2. Attend a leadership training for student officers.

Date \_\_\_\_\_ Number of Students \_\_\_\_\_ Hours \_\_\_\_\_

3. Participate in the sponsored state, regional or area conference/competition.

Date \_\_\_\_\_ Number of Students \_\_\_\_\_ Hours \_\_\_\_\_

4. Participate in monthly chapter/club activities/service projects throughout the school year. Attach documentation by using the CTSO adviser stipend tracker form.

Total Hours (Maximum of 60) \_\_\_\_\_

Total Stipend (\$20/hr) \_\_\_\_\_

Adviser Signature \_\_\_\_\_

Date \_\_\_\_\_

(CTSO Adviser) I verify that these hours are outside of my contract time and accurately stated.