

CTSO JR HIGH ADVISER 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 [Adviser stipend tracker](#). This record is to be submitted with your tracker form and a voucher [CTSO Voucher Form](#) to the district CTE coordinator by the last working day in May. Advisers are required to complete the adviser's expectations to receive any CTSO stipend money.

**Adviser Expectations**

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

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

Check one: \_\_\_\_\_ Affiliated as a jr high chapter \_\_\_\_\_ Affiliated with the high school chapter

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 30) \_\_\_\_\_

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

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

Date \_\_\_\_\_

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