

PAYMENT OF CLASS ADVISORS

Name: _____

Date: _____

Club/Class Title: _____

Each Advisor of the Board Approved activity shall be paid six hundred dollars (\$600.00) per year. Advisors will be appointed each year by the Board of Education on or before October 1. The total number of Advisor stipends will not exceed fourteen (14). Payment will be made in June of each year.

1. For a basic stipend of six hundred dollars (\$600.00), it is expected that the Advisor would do the following:
 - A. Register students into the organization and make sure the dues are paid;
 - B. Conduct the election of officers;
 - C. Hold regular chapter meetings and facilitate such meetings;
 - D. Be responsible for raising funds;
 - E. Be responsible for doing service projects;
 - F. Prepare students for various competitions;
 - G. Attend local, regional (District) and State meetings with the students; and
 - H. Monitor the Treasurer.

2. If there are remaining stipends available and the duties go beyond the above-expected list, the Advisor may request consideration for an additional stipend by a Committee consisting of the Building Principal and faculty of the Center who have served as Advisors. A pool of six hundred dollars (\$600.00) would be available in each Center for this purpose.

A Committee of equal representatives of the Board of Cooperative Educational Services and the Association shall study and recommend alternatives to the utilization of the present additional compensation available at each Center. Utilization of such dollars shall be made according to Appendix B of the collective bargaining agreement, the criteria as listed with such decision not subject to the grievance procedure.

In order to be eligible to request the additional monies the advisor would be required to do all the following activities listed below:

- A. Did the Advisor have a State officer and thus the requirement of advisement to this student?
- B. Were additional weekend, vacation and/or summer meetings required?
- C. Did the Advisor go to the National Convention?
- D. Did the Advisor hold the chairmanship of competition, State conferences or events?
- E. Did the Advisor hold a leadership and/or awards banquet with the club?
- F. Was the personal time required well above normal?
- G. The Advisor to supervised over twelve (12) students, or if a special circumstance occurred, the Advisor should discuss with the Building Principal the need for an additional supervisor. (For example, a trip to State competition with eighteen (18) VICA students would likely require an additional supervisor.)

(Please note: If you are on a leave of absence or absent for a period of time your stipend will be prorated due to the fact you will be unable to complete the year).

Principal / Date

Principal Approval for Payment:

Teacher / Date