

Alexander County Schools

CTSO Advisor Stipend Guidelines

In order to promote the establishment and support of active Career Technical Student Organizations (CTSO) as a part of a CTE instructional program, state funds (PRC 014) and federal funds (PRC 017) may be used to pay each eligible advisor a stipend of no more than \$500 if the LEA elects to do so. The decision to develop and implement CTSO advisor stipends is a local decision. If the LEA elects to offer CTSO advisor stipends, a system should be developed to document the work performed by the advisor. This system should include records that show the chapter is active at the local, state, and national levels with evidence of a program of work that is aligned to the instructional area. It is recommended that the LEA utilize the following (at a minimum):

- An application (sets forth criteria for stipend and clearly denotes advisor and CTSO) A timeline for submitting all evidence required for the stipend Documentation that must be submitted as evidence for the stipend The following is recommended as a set of criteria that can be used to implement a CTSO advisor stipend.
 1. The Career Technical Student Organization (CTSO) must be State recognized.
 2. The CTSO must be program-specific to teaching assignment (ex. AG teachers sponsor FFA; unless your school is participating in school-wide SkillsUSA).
 3. The CTSO must meet qualifications to be nationally affiliated (Dues must be submitted to national organization).
 4. Each advisor must be registered and included on the Official National Membership Roster.
 5. The maximum number* of advisor stipends per CTSO at each school is based on the number of active student members: a. 8 – 25 student members = 1 advisor b. 1 additional advisor for every 25 student members * School-wide SkillsUSA: 1 advisor for each program area of 8 or more active student members
 6. The CTSO must participate in student leadership development activities (leadership conference or guest speakers or other leadership pre-planned activity).
 7. The CTSO must participate in a competitive event at regional or state level.
 8. The CTSO must sponsor one or more non-competitive activities (ex: a service project, community event or CTSO member social event).
 9. The advisor must facilitate CTSO meetings before, during, or after school.

The following are suggested documents that can be used to provide evidence of work for the stipend.

- Official National Membership Roster which includes each advisor and all student member names
- Meeting agendas and sign in sheets
- Documentation of participation in student leadership development
- Documentation of participation in competitive events at regional or state level
- Documentation of participation in non-competitive activities

Alexander County Schools CTSO Stipend Application

Each CTSO advisor should complete this form to be eligible for a CTSO advisor stipend for the current school year. (NOTE: Completing this form does not mean you will receive the stipend. This is one piece of the required documentation.)

First Name _____

Last Name _____

Email address _____

School where you are a CTSO advisor _____

Select your CTSO:

(Mark one only) FFA FBLA DECA FCCLA HOSA TSA SkillsUSA

Number of student members on the Official National Membership Roster. _____

Who is the Lead Advisor for this CTSO? _____

Please answer the following to document your plan of work (so far) for the organization:

What student leadership development activity(ies) is your CTSO planning to participate in?

What regional or state competition event(s) are you planning to attend?

What non-competitive activity(ies) (ex: a service project, community event or CTSO member social event) is your CTSO planning to participate in?)

When are your regular CTSO meetings scheduled?

I am submitting my application to be considered for receiving a stipend for my work as a CTSO advisor. I understand the criteria and that appropriate documents must be submitted in order to be considered for eligibility to receive this stipend. I agree to the terms and conditions stated above.

_____ / _____

Signature

Date