



HIGH SCHOOL YEARBOOK SUPPLEMENTAL PAY VERIFICATION FORM

FULL-TIME PROFESSIONAL EMPLOYEES A WITH TEACHING CERTIFICATION WILL BE ELIGIBLE FOR THE YEARBOOK STIPEND IF THE FOLLOWING CRITERIA ARE MET:

Sponsor Name: _____ ID#: _____

School Name: _____

- Each publication should be a member of and be submitted for critique in at least one of the following scholastic press associations:
- University Interscholastic League Press Conference (UIL);
- Texas High School Press Association;
- Columbia Scholastic Press Association; or
- National Scholastic Press Association.
The adviser should attend at least one summer journalism workshop or class yearly, and complete a three-hour journalism or photography course every three years, providing documentation.
The Superintendent of Schools shall promulgate qualification rules for first year sponsors and any and all necessary rules for exceptions to these policies, based upon unusual and exceptional circumstances at the local school. Please submit written explanation (if applicable).
The yearbook should contain all of the following sections:
-Student Life - Organizations - Academics
- Classes/Faculty - Index - Sports
The yearbook shall have journalistic value in that it will contain headlines, copy and non-gag captions that will, along with photos, help document the story of the year.
Documentation must be presented by the advisor to show:
- Membership in scholastic press association; and
- Summer workshop or three-hour journalism course attendance; and
- Total number of yearbook pages containing the required sections.

The advisor named above meets the stated qualifications for supplemental pay. Please issue pay when completion has been recorded based upon the following schedule, as checked. (If the contract year is not completed, pay will be prorated according to policy.)

- Fewer than 128 pages \$1,500
129-250 pages \$2,000
251+ pages \$3,000

Principal Signature

Date

IMPORTANT: This form along with a copy of the yearbook and all required documentation must be submitted to the Student Activities office at 9400 North Central Expressway, Suite 610.