DALLAS INDEPENDENT SCHOOL DISTRICT | Student Activities

NEWSPAPER SUPPLEMENTAL PAY VERIFICATION FORM

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

Sponsor Name: _____ **ID#:** _____

School Name: _____

1. 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.
2. The advisor 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.
3. 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 a written explanation (if applicable).
4. Four issues must be produced, and the **issues must be printed, not photocopied**. If your school has an electronic newspaper, please include the website address on the hard copy of your newspaper.
5. The newspaper issues shall have journalistic value in that it will contain headlines, copy and non-gag captions that will, along with photos, help document the stories of the year.
6. Documentation must be presented by the advisor to show:
   - Membership in scholastic press association; and
   - Summer workshop or three-hour journalism course attendance; and
   - Required total number of newspaper issues and pages containing required sections.
7. For any trips occurring overnight, please make sure to include proof/documentation of having had a parent meeting

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.) Employee is only eligible to receive payment once designation has been accepted and signed via oracle.

☐ 30-47 pages	$1,500
☐ 48-71 pages	$2,000
☐ 72+ pages	$2,300

_____ _____

Principal Signature **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.