

**SUPPLEMENTAL PAY
CAMPUS ACTIVITY COORDINATOR AGREEMENT**

TO HAVE A SUCCESSFUL PROGRAM, WE RECOMMEND THE FOLLOWING:

1. Oversee the administration of all extracurricular and co-curricular academic competitions, including but not limited to UIL
2. Attend academic competition coordinator meetings
3. Secure and keep on file Professional Acknowledgement Form from all UIL coaches
4. Ensure students are provided the opportunity to attend club meetings and practice for competitions throughout the school year.
5. Communicate 3-week regain eligibility forms with campus colleagues and/or students as necessary for students participating in academic extracurricular activities

FULL-TIME PROFESSIONAL EMPLOYEES WITH A TEACHING CERTIFICATION WILL BE CONSIDERED ELIGIBLE FOR THE CAMPUS ACTIVITY COORDINATOR STIPEND WHO:

1. Maintain documentation of student participation in academic competitions
2. Track and document student participation in all extracurricular and co-curricular activities for campus by the three designated snapshot dates.
3. Register as the campus UIL Coordinator via <http://www.uiltexas.org/academics>
4. Assist campus leadership in recruiting and selecting academic coaches for academic events
5. Register student participants in UIL Academic competitions
6. Attend all district UIL Competitions and submit remuneration forms to Student Activities after UIL attendance
7. Verify all students are academically eligible to compete – meaning students are passing all classes
8. Complete all field trip paperwork required by campus and district
9. Sponsors must have student emergency contact information in their possession at the site of the event/competition.
10. Adhere to all district policies, including at least one adult chaperone for every 10 students for school related trips
11. Make sure all volunteers complete the online volunteer application at <https://dallasisd.voly.org/>
12. Make sure coaches and students receive all UIL study materials and resources
13. For any trips occurring overnight, please make sure to include proof/documentation of having had a parent meeting

ANNUAL STIPEND (\$1,000-\$2,000)

(One stipend is available for one High School, Middle School and/or Elementary School Coordinator per school or may be split among multiple coordinators)

- \$1,000 stipend for meeting all requirements listed above, including campus participation in a district sponsored UIL Academic Meet; payable when completion has been recorded. Employees are only eligible to receive payment once designation has been accepted and signed via Oracle.
- An additional \$1,000 stipend for tracking and documenting a minimum of 50 percent of student

participation in at least one extracurricular or co-curricular activity by designated snapshot dates, payable when completion has been recorded. Employees are only eligible to receive payment once designation has been accepted and signed via Oracle.