

**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: _____

1. 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.
2. Documentation must be presented by the advisor to show:
 - a. Membership in scholastic press association; and
 - b. Summer workshop or three-hour journalism course attendance
3. Total number of yearbook pages containing the required sections:
 - Student Life - Organizations - Academics
 - Classes/Faculty - Index - Sports
4. The yearbook shall have journalistic value in that it will contain headlines, copy and non-gag captions that will, align with photos, help document the story of the year.
5. Manage/keep inventory and store all equipment and supplies purchased by the Dallas ISD Student Activities Department
6. Attend scheduled trainings and/or meetings.
7. Verify all students are academically eligible to compete – meaning students are passing all classes
8. Provide students the opportunity to attend club meetings throughout the school year
9. 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. Employee is only eligible to receive payment once designation has been accepted and signed via oracle.

- ☐ 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.