

MIDDLE SCHOOL YEARBOOK 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. Recruit students and organize a yearbook staff with 10 members
2. The adviser should attend at least one summer journalism workshop or class yearly, and complete
3. Three-hour journalism or photography course every three years, providing documentation.
4. The yearbook must be published and should contain all of the following sections:
 - a. Student Life c. Academics e. Classes/Faculty b. Organizations d. Sports
 - f. Index
5. The yearbook shall have journalistic value in that it will contain headlines, copy and non-gag captions that will, align with photos and help document the story of the year.
6. Provide students the opportunity to attend club meetings throughout the school year
7. Manage/keep inventory and store all equipment and supplies purchased by the Dallas ISD Student Activities Department
8. Attend scheduled trainings and/or meetings.
9. Adhere to all district policies, including at least one adult chaperone for every 10 students for school related field trips
10. Sponsors must have student emergency contact information in their possession at the site of the event/competition.
11. Ensure all volunteers complete the online volunteer application at <http://dallasisd.voly.org>
12. Verify all students are academically eligible to compete – meaning students are passing all classes
13. Complete all field trip paperwork required by campus and district
14. For any trips occurring overnight, please make sure to include proof/documentation of having had a parent meeting

ANNUAL STIPEND (\$1,000)

Supplemental pay of \$1,000 will be payable after principal and Student Activities verifies that all requirements have been met. Employee is only eligible for payment once designation has been accepted and signed via oracle.

Principal Signature

Date

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