

Career Technical Student Organizations' Advisor Stipend

Career Technical Student Organization Advisors * and Co-Advisors ** may be eligible for a stipend*** at the end of the school year based on meeting all of the following criteria:

- An active CTSO chapter was maintained and the charter provided to the Program Manager (attach documentation).
- Chapter meetings and activities were conducted regularly during non-teaching hours (attach minutes, sign-in sheets, etc.).
- Chapter members attended and participated in regional, state, or national competitions held on non-teaching days or after school hours.
- Advisor attended local CTSO advisor meetings when available.

*Advisors are eligible for full stipends.

**Co-Advisors are limited to up to one half of full stipend. If it is necessary for a Co-Advisor to attend an event for the purpose of supervising students prior approval must be obtained from the Program Manager.

***Stipends are based on the level of competition chapter member participate in. AR 6145.5 (a)

Advisors and Co-Advisors are required to submit an activity report to their program manager no later than June 1 for the preceding year for compensation.

Activity Report

<i>Regional (Name of Event)</i>	<i>Date</i>	<i>Number of Chapter Members Participated</i>	<i>Results</i>
<i>State (Name of Event)</i>	<i>Date</i>	<i>Number of Chapter Members Participated</i>	<i>Results</i>
<i>National (Name of Event)</i>	<i>Date</i>	<i>Number of Chapter Members Participated</i>	<i>Results</i>

Advisor Signature: _____

Date: _____

Program Manager Signature: _____

Date: _____

By signing this form, I certify that this document is true, correct, and complete.

