



SPONSOR FORM

2023-2024

McAllen Independent School District

Additional Supplementary Duty Pay

Club Sponsor: _____

Club: _____

Campus: _____

For eligibility club sponsors must submit all supporting documentation to the CTE Director for verification and signature by **Friday April 19, 2024**. Proof of documentation per semester for **ALL** listed activities will be required. Partial payment on each category is prohibited. TEA CTE Qualifying Organizations are: FFA, FCCLA, BPA, HOSA, DECA, FIRST, and Skills USA. **Initials indicate completion of task.**

INITIALS

- 1. Official Club Roster of paid members and CTSO Official Guidelines (**\$100.00**)
 - a) *copy of the student list and registration* _____
 - b) *official CTSO Charter local by-laws turned-in by Friday November 17, 2023; to include a minimum of 10 students* _____

- 2. Student Activity Agendas (four) and student sign-in sheets due on/before Friday April 19, 2024
 - a) *copy of student sign-in sheet (\$100.00)* _____
 - b) *meeting minutes (\$100.00)* _____
 - c) *evidence of promotion thru Social Media to post at least once per week #misdcte (\$100.00)* _____

- 3. Officer Leadership Training Conference Registration (**\$100.00**)

This documentation must list the names of students

 - a) CTSO Official Leadership Conference **OR** b) MISD District CTSO Conference _____

- 4. Student Competition at District / Regional / Area must afford students' diverse opportunities in the form of leadership and skill events.
 - a) _____ (**\$300.00**) _____
 - b) _____ (**\$300.00**) _____
 - c) _____ (**\$300.00**) _____

- 5. CTSO Team Building opportunities (**\$200.00**)
 - a) Service Learning Project **AND** b) CTSO Fundraiser - *one of each per year Please provide sign-in sheet (minimum 5 students), agenda, official flyer (or invitation), and one photograph* _____

- 6. State, National or FIRST So, TX Regional Championship Competition (**\$400.00**) *Paper work for travel must be cleared for payment of this portion* _____

- 7. FCCLA, FFA, FIRST, HOSA and Skills USA when event is scheduled after teacher contract days (**\$500.00**) *If applicable the amount will be paid in the July or August paycheck.* _____

Club Sponsor

CTE Director

Date:

Your signature confirms that you have complied, reviewed and submitted all required documentation described above. Rev.12/18/23