

**Denver Public Schools
Post Secondary Pathways, CTE, & Arts
Interdepartmental Memo**

To Career & Technical Student Organization Advisors
From Scott Springer, Executive Director
Date May 8, 2008
Subject CTSO Documentation for Extra Pay

The student organization advisor extra pay for 2007-2008 will be paid to you in your June, 2008 check. Stipends up to \$500 for each club advisor will be awarded. Many of you will divide the money with a co-sponsor, which is fine. Reimbursement for other costs for your travel to district and state CTSO meetings and competitions, including extra pay for Saturday and Sunday travel, is paid separately to you at the time of the event.

The extra pay will be based on the following criteria:

Student Affiliation with a CCCS-approved organization: e.g., FBLA, DECA, FCCLA, HOSA, SkillsUSA, TSA MESA does not qualify since you are paid a separate stipend for that.	40% = \$200
Students participating at district and/or state conferences	30% = \$150
School and Community Activities Minimum of two activities	24% = \$120
Deadlines Met	6% = \$ 30
Total	100% = \$500

The CTSO Documentation Sheet (see below), complete with required attachments, must be returned to the PSP, CTE & Arts Office by Friday, May 16, 2008.



Denver Public Schools
Post Secondary Pathways, CTE & Arts
CTSO DOCUMENTATION SHEET 2007-2008

If you are sharing the stipend with another teacher, please indicate the % by each teacher's name.

CTSO Advisor(s) Name(s) _____ % _____
 _____ % _____

School _____

CTSO CHAPTER (circle one) FBLA DECA FCCLA
 SkillsUSA TSA HOSA
 Other _____

must have been approved through your program approval
 MESA does not qualify since teachers are paid a separate stipend for that.

Attach the Following Items for Documentation Related to Advisor Extra Pay

Student Affiliation 40%
 Attach copy of your student CTSO affiliation sheet

Students participating at district and/or state conference 30%
 Attach a copy of the district and/or conference registration

School and Community Activities 24%
 Make a list of CTSO School and Community Activities and attach a copy
 If you have extra photos, you might want to attach them
 (These are activities your CTSO club participated in, not activities your
 students participated in as members of other school clubs)

Deadlines Met 6%
 Leave forms, Bus requests, etc. in to CTE Office by due dates
 Judy Morr and Donna Jiron will document this item.
 _____ On time _____ Late

 Department Chairperson Signature

 Principal Signature

Due to PSP/CTE/Arts Dept. by 4:00 P.M. Friday, May 16, 2008.

