

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

To Career & Technical Student Organization (CTSO) Advisors
From Scott Springer, Executive Director
Date May 11, 2009
Subject CTSO Documentation for Extra Pay

Extra pay for duties as a career & technical student organization advisor during the 2008-2009 school year will be paid in June 30, 2009 paychecks if criteria is met and documented. The maximum amount of pay is \$500 per student organization at each school, so co-advisors will share the pay. Reimbursement for other costs for travel to district and state CTSO meetings and competitions, including extra pay for Saturday and Sunday travel, is paid separately to advisors 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, OR an organization that has been approved through the program approval process (MESA does not qualify since MESA advisors are compensated elsewhere) | 40% = \$200 |
| Students participating at district and/or state/national conferences | 30% = \$150 |
| School and Community Activities Sponsored by CTSO Minimum of two activities | 30% = \$150 |
| 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 22, 2009.



Denver Public Schools
Post Secondary Pathways, CTE & Arts
CTSO DOCUMENTATION SHEET 2008-2009

If co-advisors are sharing the stipend, please indicate the % by each advisor'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 MESA advisors are paid elsewhere)

Attach the Following Items for Documentation Related to Advisor Extra Pay

Student Affiliation 40% \$200
 Attach copy of student CTSO affiliation sheet.

Students participating at district and/or state conference 30% \$150
 Attach a copy of the district and/or conference registration(s).

School and Community Activities 30% \$150
 NOTE: These are CTSO-sponsored activities, not activities CTE students participated in as members of other school clubs.
 Make a list of CTSO School and Community Activities and attach a copy.
 Photos may also be attached.

 Department Chairperson Signature

 Principal Signature

Due to PSP/CTE/Arts Dept. by 4:00 P.M. Friday, May 22, 2009

