

ADDITIONAL APPROVED STUDENT CLUB SPONSOR STIPEND

Administrative Guidelines

1. Sponsors of approved student clubs/organizations that are not explicitly outlined in the FEA contract will receive a minimum of \$300 per academic year.
2. Stipends are paid per club/organization. In the instance that more than one sponsor share responsibilities, the total payment will be divided equally between those sharing the position.
3. Sponsors must complete an activity log, calendar of meetings/events and end of year report by June 1 of each school year. Sponsors must complete and submit each component in order for payment to be processed.

Activity Logs must include (but not exclusive to):

- Date of activity
- Number of students
- Time started/ended
- Synopsis of activity

End of year report must include (but not exclusive to):

- List of students participating in the club/organization
- Sign-in sheets from meetings/activities
- Goals of the club/organization
- Summary of how goals were met
- Focus for next year (i.e. changes, activities planned)
- Fundraising overview (fundraisers completed, money collected, how money was spent)
- Student statements about the club/organization
- 5-10 pictures of students participating in the club/organization

4. A minimum of 20 hours must be logged that could include meetings, activity implementation, and planning.
5. Payments will be disbursed on the last paycheck in June of each academic year.
6. Additional sponsor pay over the \$300 minimum will be determined by the building administrator after reviewing and verifying the activity log and end of year report. Additional pay over 80 hours will need the additional approval of the Superintendent or his/her designee.

Guidelines for Payment

Hours Logged and Verified	Payment
20 Hours	\$300
21-40 Hours	\$301-600
41-60 Hours	\$601-900
61-80 Hours	\$901-1200

New Student Club/Organization Proposal

1.) Name of proposed club/organization: _____

2.) Name of person(s) submitting proposal: _____

3.) Name of sponsor(s): _____

4.) Signatures/names of identified interested participants (must have at least 10):

Name of Student (Printed)	Signature

5.) What is the purpose of the club/organization?

6.) When will the club/organization meet (what day, how often, etc...)?

7.) Where will the club meet?

8.) What funds will be needed to run the club/organization? How will you fundraise for these funds?

9.) Other important information you'd like to share about why this club/organization should be approved?