

CLUB SPONSOR STIPEND Administrative Guidelines

1. 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.
2. Sponsors must complete and submit an activity log, calendar of meetings/events and end of year report by June 1 of each school year to their building administrator. 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