

Sponsor Stipend Structure

CTSO Sponsor is eligible to receive a stipend if all sponsor expectations and chapter requirements are met and submitted in the CTSO Portfolio. Stipends are distributed based on the following qualifications for CTSO membership: Multiple chapters of the same organization on campus will be consolidated into one chapter to determine stipend eligibility.

Member Roster*	Sponsor Status	Stipend (half the amount in Fall/Spring)
5-14	1 Sponsor	\$400.00
15-25	1 Sponsor	\$800.00
26-50	+1 Co-Sponsor	\$1,600.00
51-75	+2 Co-Sponsors	\$1,600.00
76 - 100	+3 Co-Sponsors	\$1,600.00
101+	+4 Co-Sponsors (MAX)	\$1,600.00

*Note:

- Member Roster – Membership is based on the state and/or national organization roster showing as paid.
- Active Members – At least 50% of chapter members must regularly attend chapter meetings and participate in community service and/or leadership conferences.
- If Active Members is less than 50%, the stipend is subject to a pro-rated amount.

	Due Date	Sponsor Deliverable
	September 1 st	Sponsor Commitment form: signed by each intended sponsor and campus administration and submitted to the CTE office.
Fall Submission	January 30, 2025	<p>Chapter Documentation: A roster of active members from State or National organizations showing members as paid. The roster must also include student demographic data.</p> <p>Student Access—We want to ensure the CTSO on each campus is inclusive and accessible to every student while providing networking opportunities for students to feel supported in a controlled environment. Please note on your roster students with an IEP, ESL, or homeless status.</p> <p>Meeting Agenda & Minutes: During each of the four (4) meetings per semester (the agenda, chapter sign-in sheet, and minutes should be submitted). Chapter meetings must be outside the regular school day; meetings can not take away instructional minutes.</p> <p>Community Service Project Documentation (Minimum one activity per semester, Fall / Spring): Description of event purpose, organization to benefit, and service activity to be completed. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p>Leadership Conference Documentation (Minimum one activity per school year, Fall / Spring): A copy of the receipt showing registration for the event and any fees paid if required. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p>Financial Documentation: CTSO activity account statement showing all funds received and distributed during the semester.</p> <p>Fundraiser Documentation (Optional): A description of the chapter fundraiser prepared by officers and a copy of the receipt of funds collected for deposit to the CTSO account.</p>
		Extra Duty Forms and all necessary documentation submitted by the due Date.

<p style="text-align: center; transform: rotate(-90deg);">Spring Submission</p>	<p style="text-align: center;">May 13, 2025</p>	<p>Chapter Documentation: A roster of active members from State or National organizations showing members as paid. The roster must also include student demographic data.</p> <p>Meeting Agenda & Minutes* for each of the four (4) meetings per semester (agenda, chapter sign-in sheet, and minutes should be submitted)</p> <p>Community Service Project Documentation (Minimum one activity per semester, Fall / Spring): Description of event purpose, organization to benefit, and service activity to be completed. A roster of attendees and an event recap prepared by the chapter officer(s) who attended. *Host a Career Awareness Month activity or event in February (flyer and photos will serve as documentation)</p> <p>Leadership Conference Documentation (Minimum one activity per school year, Fall / Spring): A copy of the receipt showing registration for the event and any fees paid if required. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p>Financial Documentation: CTSO activity account statement showing all funds received and distributed during the semester.</p> <p>Fundraiser Documentation (Optional): A description of the chapter fundraiser prepared by officers and a copy of the receipt of funds collected for deposit to the CTSO account. *Participate in <i>When I Grow Up EXPO</i> as a CTSO Fundraiser!</p> <p>Extra Duty Forms and all necessary documentation submitted by the due Date.</p>
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