

Career & Technical Student Organization (CTSO)

Extra Duty Pay Reimbursement Form 2024-2025 |High School and Middle School

I have been an active club sponsor and wish to apply for compensation. To the best of my knowledge, I certify that the documentation below is accurate, and the completed documentation has been uploaded to Canvas for the Fall semester.

Campus: _____ CTSO Sponsored: _____

Please include the following in your Chapter Bulb Portfolio. Only one Bulb per chapter must be submitted.

NOTE: To receive compensation for sponsorship, documentation must be submitted on time to the CTE office.

I have been an active club sponsor and wish to apply for compensation at:

☐ **Fall Level One| \$200.00.**

- ☐ A roster of 5-14 members with Chapter affiliation (A copy of the zeroed-out invoice or paid receipt will serve as documentation)
- ☐ Hold one meeting per month (sign-in sheets and agendas/minutes will serve as documentation)
 ___September___October___November___December
- ☐ One community service project successfully completed. (flyer and photos will serve as documentation)
- ☐ Attend one Houston ISD CTSO Advisor Professional Development a semester.
- ☐ Attend and compete at the CTSO's Leadership Conference in the Fall or spring (A copy of the paid receipt will serve as documentation)
- ☐ Chapter Financials (a copy of the activity account statement will serve as documentation)
 - ☐ **Optional Chapter Fundraising (flyer and receipt of funds will serve as documentation).

☐ **Spring Level One| \$200.00.**

- ☐ A roster of 5-14 members with Chapter affiliation (A copy of the zeroed-out invoice or paid receipt will serve as documentation)
- ☐ Hold one meeting per month (sign-in sheets and agendas/minutes will serve as documentation)
 ___January___February___March___April
- ☐ One community service project successfully completed. (flyer and photos will serve as documentation)
- ☐ Attend one Houston ISD CTSO Advisor Professional Development a semester.
- ☐ Host an activity or event in February to promote CTE Month. (flyer and photos will serve as documentation).
- ☐ Attend and compete at the CTSO's Leadership Conference in the Fall or spring (A copy of the paid receipt will serve as documentation)
- ☐ Chapter Financials (a copy of the activity account statement will serve as documentation)
 - ☐ **Optional-Chapter Fundraising **When I Grow Up Expo** or **alternative District Approved event** (flyer and receipt of funds will serve as documentation).

☐ **Level two|\$1,600|(divided over two semesters)**

The roster of 15-25 members and dues sent to the state/national affiliates and completed all the above checklist items.

☐ **Level three|\$1,600|+1 Co-Sponsor (divided over two semesters)**

The roster of 26-50 members and dues were sent to the state/national affiliates and completed all the above checklist items.

☐ **Level four|\$1,600|+2 Co-Sponsor (divided over two semesters)**

The roster of 51-75 members and dues were sent to the state/national affiliates and completed all the above checklist items.

☐ **Level five|\$1,600 |+3 Co-Sponsor (divided over two semesters)**

The roster of 76-100 members and dues were sent to the state/national affiliates and completed all the above checklist items.

☐ **Level six|\$1,600|+4 Co-Sponsors MAX(divided over two semesters)**

The roster of 100+ members and dues are sent to the state/national affiliates, and complete all the above checklist items.

Employee ID #: _____

Date: _____

Sponsor Printed name: _____

Signature: _____

CTE Administrator Printed name: _____

Signature: _____

Campus Principal Printed name: _____

Signature: _____

IMPORTANT REMINDER:

A CTSO Portfolio and THIS Form must be submitted in the Fall semester if you sponsor a CTSO for the entire school year. CTSO stipends listed on the chart on page three will be split into two separate payments: half in the Fall and half in the Spring. We allocate funds for pay based on the Fall reimbursement submissions. Thus, the budget will not have sufficient funds to cover your Spring or full-year reimbursement if we do not receive your reimbursement form by the Fall due date. **Submit the Form by the deadline.**

FALL DEADLINE: January 30, 2025

SPRING DEADLINE: May 13, 2025