



Career & Technical Education  
**Student Organization Sponsor**

**Check One:**

- |                                |   |
|--------------------------------|---|
| <input type="checkbox"/> DECA  | <input type="checkbox"/> FPSA           |
| <input type="checkbox"/> FBLA  | <input type="checkbox"/> HOSA           |
| <input type="checkbox"/> FCCLA | <input type="checkbox"/> SkillsUSA/VICA |
| <input type="checkbox"/> FFA   | <input type="checkbox"/> TSA            |

Reports To: Principal

Job Goal: Plan and coordinate CTSO activities for students that occur during and after the normal workday. Must have a minimum of 10 paid members/students to qualify as a club.

A supplement is to be paid for participation of five documented CTSO activities beyond the school day. If less than five activities are documented, the supplement amount will be prorated based on the number of documented activities.

Overall responsibilities:

1. Provide adult leadership and supervision for all club-sponsored activities.
2. Provide structure for the promotion of club competition at the district, state, or national level.
3. Assist the training of officers.
4. Monitor the handling of club monies.

Activities beyond the school day:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Teacher Name *(print or type)*: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Approved by:

Career/Technical Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*IRS regulations require a withholding rate of 28% on all supplemental pay as of January 1, 1994*