

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

MECETVED

Vice President of Instruction
Date: 9 12 19 Initial: TC

PATE: 9-12-19 Troy R. Jefferson Student Organizations Student Organizations SUBJ: PPA request for: Liz Rexford Title of PPA activity: SGA Advisor Dates (or semesters) of activity: Fall 2019 and Spring 2020 A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add¹l pages if necessary). If PPA duties are described in a college approved job description, simply refer to that document. SGA advisor duties include: Develop and organization requirements. Develop and maintain working knowledge of all aspects of Texas Junior College Student Government Association and guide SGA students through all aspects of TJCSGA. Attend and monitor SGA meetings, events, and activities. Manage all aspects of SGA travel. Ensure SGA students present in an appropriate fashion at all public events, meetings, and committee assignments. Sign off on SGA agency account budgets and communicate with TJCSGA regional and state advisors to ensure all duties are appropriately completed. Compensation is \$1,000 per semester times fall and spring. B. Cost #PPA Pay Type PPA Hours PPA Salary Total Costs ON CONTRACT (release time from teaching) ON OVERLOAD (additional compensation) TOTAL \$ 2,000.00 \$ 2,000.00	TO:		Vice President Collins		
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