



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: President McCrohan

DATE: 7-23-19

FROM: Leigh Ann Collins

DIV or UNIT: Student Organizations

SUBJ: PPA request for: Liz Rexford
 Title of PPA activity: PTK 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 add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

PTK advisor duties include: review approximately 500 transcripts per semester to find eligible students; submit new member names and contact information to PTK International Headquarters; maintain a list of current members and students who were denied membership; maintain scholarship database for scholarships such as All-USA, Jack Kent Cooke, Coca-Cola, and Morris Udall; sponsor collection drives and provide activities for the student body and community; hold 12 orientation sessions and two induction ceremonies per year; travel with students to regional and international PTK meetings; complete annual report, Hallmark essays, and 5-Star Updates; serve four campus locations with two advisors, one set of officers, and one budget. \$1,500.00 per semester compensation.

B. **Cost**

| Type PPA | # PPA Pay Hours | PPA Salary | Total Costs |
|---|-----------------|--------------------|--------------------|
| ON CONTRACT (release time from teaching) | | | |
| ON OVERLOAD (additional compensation) | | \$ 3,000.00 | \$ 3,000.00 |
| TOTAL | | \$ 3,000.00 | \$ 3,000.00 |

Budget Number : 1110-1401-6092-400

C. **Approvals**

Supervisor: _____

Date: _____

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC,
 ou=VPI, email=lacollins@wcjc.edu, c=US
 Date: 2019.07.24 18:03:53 -0500

Date: 7-24-19

President: Betty G. McLeod

Date: 9-10-19