



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 8/23/17

FROM: Leigh Ann Collins

DIV or UNIT: VPI

SUBJ: PPA request for: Elizabeth Rexford

Title of PPA activity: PTK Advisor

Dates (or semesters) of activity: Fall 2017 and Spring 2018

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 transcripts to find eligible students (approximately 500 transcripts per semester); submit new member names and contact information to PTK International Headquarters; maintain a list of current members and students 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.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,500.00/semester	
TOTAL		\$ 3,000.00	\$ 3,000.00

BUDGET NUMBER: 1110-1401-6092-400

C. **Approvals**

Supervisor: _____ Date: _____

VPI: [Signature] Date: 8-23-17

President: [Signature] Date: 9-6-17