



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan

DATE: 8-19-20

FROM: Troy Jefferson

DIV or UNIT: Student Organizations

SUBJ: PPA request for: Liz Rexford
 Title of PPA activity: PTK Advisor
 Dates (or semesters) of activity: Fall 2020 and Spring 2021

- 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 550 transcripts per semester to find eligible students; submit new member names and contract 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; write letters of recommendation for students seeking scholarships; sponsor numerous community and college service projects; hold at least 12 orientation sessions and when feasible an induction ceremony each year; register and when feasible travel with students to 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. The advisors also work with the students on numerous fund raisers to augment the school budget with an auxiliary budget. Compensation is \$1,500 per semester.

- 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: [Signature]

Date: 9/24/20

VP: [Signature]

Date: 9-29-20

President: [Signature]

Date: 9-30-20

RECEIVED
 Vice President of Instruction
 9/28/20 Initial: [Initials]