



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

79

TO: Vice President of Instruction

DATE: 10/10/18

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 2018 and Spring 2019

- 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, o=WCJC, ou=VPI, email=leacollins@wcjc.edu, c=US
 Date: 2018.10.10 10:28:38 -0500

Date: 10-10-18

President: Betty A. McLeod

Date: 10-10-18