

REQUEST FOR ADDITIONAL EXTENDED HOURS FOR NATIONAL CTSO PREPARATION CAREER AND TECHNICAL EDUCATION

Name: _____	District ID: _____	CTSO: _____
School & School #: _____		Date: _____

This form is to apply for additional extended hour compensation for a CTSO advisor to prepare students for the upcoming National CTSO Conference. These additional hours are to be spent outside of contract time or in the summer and after the state conference, but before the national conference. The intent of these hours is to compensate advisors who spend non-contract hours working with their state winner(s) as they prepare for the national conference. There is a maximum of 20 hours available. Please complete the table below and send to the ASD CTE Office.

Date of Activity	FFA Extended Hours	Time Logged (in hours)
8/30/2023	EX: Orientation Meeting and Certifications	0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total		0

The signatures below verify that the teacher/advisor did the spent time, outside of contract time, in direct supervision of students participating in the approved event(s).

Instructor Signature	Date
CTE Coordinator	Date

Office Use Only			
Approval: _____		Date: _____	
Extended Hours Rate: _____		X Total Hours: _____ = _____	
Account #: _____		Job Code: _____ Location: _____	
Revised 4-3-2015			FORM CTE-008L