

# AP 248 Compensation for Sponsors of Organization and Clubs

Associated Board Policy: 248

Procedure Owner: Vice President of Academic Affairs

Related Procedures: Board Policy 407 Student Organizations

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## I. Procedure Scope and Purpose:

This procedure outlines the compensation process for club and organizational sponsors. The purpose of this procedure is to outline which sponsors receive pay and what requirements must be met for payment to occur.

## II. Definitions:

Academic club – a club that is initiated through an academic department which is used to meet program or department goals and is generally offered each year.

Club sponsor – a faculty or staff member that is sponsoring a student interest club or academic club.

National organizations – a Cowley club that has specific membership guidelines and duties associated with a national organization.

Organization sponsor – a faculty or staff member that is sponsoring an organization.

Student interest club – a club that is student initiated based on student interest and might not continue from year to year.

Student organizations – student organizations are approved by the Cowley College Student Senate and the administration.

## III. Procedure:

A. Compensation will be determined based on the following guidelines. Clubs and organizations not specifically listed will be evaluated to determine which category (1-4) they would be aligned with for compensation.

1. Compensated through job description or academic director duties. Including but not limited to:

a. Faculty directors of programs are responsible for academic club sponsorship in their respective areas as part of the extra duty pay received for the Director position.

- (1) Director of Theatre – ACT one
- (2) Director of Vocal Music – NAFME (National Association for Music Educators)
- (3) Director of Education – Student KNEA (Kansas National Education Association)
- (4) Director of Creative Writing – Creative Claws
- (5) Director of Mass Communications - Media Club

- b. Staff with club duties assigned as part of their job description.
  - (1) Coordinator of ACES Program – ACES (Academic Civic Engagement through Service)
  - (2) Director of Student Life - Cowley College Student Senate
  - (3) International Student Coordinator – International Student Organization

2. Club sponsors will be compensated at a rate of \$600-\$1,200 per club per year to be divided among the sponsors. Compensation rate is dependent on the goals of the club and the number of active participants. Including but not limited to:

- a. Math and Science Club (Mu Alpha Theta / Mu Alpha Sigma Chi)
- b. Art and Design Club
- c. Cowley College Gaming Club
- d. Hope Squad
- e. CRU
- f. Voices Heard
- g. Generation One

3. Organizations or clubs that are part of a national organization may have membership guidelines and duties required by the national office and may be compensated through supplemental contracts with amounts based on the activities and time required. Including but not limited to:

- a. DECA
- b. CQB - Collegiate Quiz Bowl
- c. Phi Theta Kappa in Ark City
- d. Skills USA
- e. Cowley Trap Club

B. Sponsors of organizations shall meet the following criteria:


- 1. Submit the annual Cowley College Club Organization Goal Form by September 30 to the Director of Student Life.
- 2. Recruit students and promote/provide activities for students in the organizations Personal Goal Form.
- 3. Complete the Year End Evaluation and Summary Form and schedule a meeting with the Chief Academic Officer to review the form prior to May 1.
- 4. The Chief Academic Officer shall submit recommendations for sponsor payment to the President at least three business days prior to the May Board meeting.

IV. Effective Date(s):

This procedure first became effective: January 21, 2020

Revised on: March 11, 2025

V. Signature, title, and date of approval: (mandatory) Required for the initial approval and all subsequent reviews and updates.

This procedure is implemented by: 

Title: Vice President of Academic Affairs

**COWLEY COLLEGE  
CLUB/ORGANIZATION ANNUAL GOAL FORM**

Name of Club/Organization: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Co-Sponsor: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Sponsor duties are assigned per my employment contract:    \_\_\_yes    \_\_\_no

Goals for the 20XX-20XX school year. Please list goals for your club/organization.

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**Student Learning Outcomes: Please circle the Global Learning Outcomes that are reinforced through participation in this club.**

1. Communication skills
2. Computational skills
3. Critical thinking and problem solving skills
4. Computer/Technology skills
5. Citizenship skills

**Special Events for the year:** Please provide date, time and location and send to Marketing to be put on the Event Calendar.

(Sponsors please reserve a room for the event).

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Meeting days: \_\_\_\_\_ Meeting Times: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

**Student Leaders and titles:**

CCSS Representative: \_\_\_\_\_ Phone \_\_\_\_\_

Position/Name \_\_\_\_\_ Phone \_\_\_\_\_

Position/Name \_\_\_\_\_ Phone \_\_\_\_\_

Position/Name \_\_\_\_\_ Phone \_\_\_\_\_

Position/Name \_\_\_\_\_ Phone \_\_\_\_\_

# Year-End Evaluation

Sponsor(s): \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Participation of Student Senate Meetings by Club/Organization ( /10): \_\_\_\_\_

\_\_\_\_\_  
Director of Student Life

\_\_\_\_\_  
Date

Goals Achieved:

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Meetings were regularly scheduled for members:

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Student Learning Outcomes:

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Club/Organization Events:

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Additional Comments:

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VP of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compensation