

Ag Marketing Club Project ND CTE 2016 - 2017

Criteria for Approval of Instructor Funding

1. Facilitators must request funding for both year one and continuation clubs prior to January 1, 2017
2. Clubs must submit the following prior to January 1, 2017:
 - Constitution & By-Laws of the club (yr 1 only)
 - List of the Club officers including contact information
 - Membership Roster
 - Primary Facilitator with contact information
3. Clubs will be eligible for funding for up to three consecutive years pending availability of funds.
4. Membership in each club will be a minimum of 8 members not to exceed 36 members.
5. Each club will meet a minimum of eight times per year.
6. 24 hours per year shall be used for presentation of the curriculum.
7. A record of member attendance shall be submitted at the end of the year. (prior to June 1, 2017)
8. \$850 will be paid directly to the designee of each of the approved clubs upon completion and submission of:
 - Record of attendance
 - the completion of claim form <SFN 58660>
http://www.nd.gov/cte/farm-management/docs/AMC_NonemployeeTravelClaim58660.pdf
 - the completion of Substitute IRS Form W-9 (Business or Non-Business) <SFN 53656>.
<http://www.nd.gov/eforms/Doc/sfn53656.pdf>

These forms must be returned to Aaron Anderson at Career & Technical Education **NO LATER THAN JUNE 1**.

CONTACT

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