



## Student Leader Compensation Agreement Terms and Conditions 2012 - 2013

Name: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Semester(s): \_\_\_\_\_

Banner ID Number : \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

As a compensated student leader, I agree to abide by the following requirements:

1. Be enrolled in and regularly attending eight (8) undergraduate credit hours per semester.
2. Maintain a cumulative grade point average of 2.25 or higher, not be on academic probation or semester warning, and have successfully completed at least six (6) credit hours in the preceding semester.
3. Perform all designated position duties and responsibilities.
4. Maintain and post required office hours as designated by position.
5. Attend and actively participate in two student leadership development activities **each semester**; the activity cannot be one sponsored by your own organization. Submission of a form to verify attendance is due to the Center for Student Involvement no later than one week after attendance/participation in the activity.
6. Attend the fall Compensated Student Leader retreat to be held in early fall. Further details will be provided over the summer.
7. Complete one evaluation/reflection activity each semester that reflects personal leadership development. These should be returned to the appropriate Center for Student Involvement staff member by the assigned deadline.
8. Communicate and meet regularly with the organization's advisor and/or Center for Student Involvement liaison.
9. Hold a transition meeting with successor no later than two weeks before the end of the semester leaving office.
10. Attend appropriate organization and/or University programs.
11. Adhere to all University rules, regulations, policies and procedures.
12. Have a working knowledge of the respective student organization's constitution and bylaws.
13. Have a working knowledge of the Guidelines for the Allocation and Use of Undergraduate Student Activity Fees, if appropriate.
14. Arrive on campus and assume duties one week prior to the beginning of the fall semester.

15. Oversee, with the treasurer (or other appropriate officer), the budget of all projects under the position's jurisdiction, assuring that all money is spent according to the Guidelines for the Allocation and Use of Undergraduate Student Activity Fees, and all applicable university financial procedures.
16. Additional criteria to be determined upon discussion with the advisor.

Furthermore, I understand that failure to fulfill the above-stated position requirements may result in the forfeiture of the compensation awarded to my position. The decision to revoke compensation will be made by the Assistant Dean of Students/Director of the Center for Student Involvement in discussion with the organization's advisor.

I also understand that compensation awarded to my student leadership position from the University's Student Leader Development Fee will be in the form of a credit toward my fall and spring semester tuition charges and will be processed in two installments each semester. The first installment will consist of three-fourths (75%) of the compensation, which will be applied toward tuition at the beginning of the applicable semester. The second installment (25%) will be applied toward tuition after the end of the semester, when all of the above requirements have been determined to have been fulfilled. I understand that it is not an automatic guarantee that the second installment (25%) will be applied to my account.

I accept responsibility for monitoring my course registration status and correcting any erroneous adjustments to my registration that may occur as a result of the deferred payment of the second installment of my compensation. Furthermore, should I not fulfill the above requirements, I understand that I may forfeit the pro-rated amount of my compensation, or, at a minimum, the deferred portion of the compensation and will be personally responsible for paying the balance owed on my tuition. Such failure to fulfill the requirements of this agreement will also result in my ineligibility to receive compensation or serve in a compensated position during the subsequent semester. Any appeal for exception to the terms and conditions of this agreement must be submitted in writing to the Assistant Dean of Students/Director of the Center for Student Involvement.

Please keep a copy of this agreement for your records.

*I understand and agree to abide by all the above-stated terms and conditions related to my compensated student leadership position.*

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**Compensated Student Leader signature**

**Date**

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**Organization Advisor signature**

**Date**

**Please return, by May 4, 2012, to:  
Brenda McKenzie, Center for Student Involvement  
226 Kent Student Center  
Kent State University  
Kent, OH 44242-0001**