



Sample Chapter Advisor Agreement

THIS AGREEMENT is made this ____ day of _____, 2022, by and between Bell Agricultural Technology, Inc. (hereinafter “Bell”), 3370 Lucibill Rd, Memphis, TN (email: jim@bellagtech.org), and

Name: _____ (hereinafter “Chapter Advisor”)

Personal Address: _____

School Name and Address: _____

Your Smart Phone: _____; Personal Email: _____

WITNESSETH THAT:

WHEREAS, The Chapter Advisor is personally interested in increasing the career readiness of the students who aspire to maximize career success, and

WHEREAS, The Chapter Advisor desires to be a valuable resource to these students beyond teacher,

NOW, THEREFORE, The Chapter Advisor enters into this Agreement.

1. Purpose of This Agreement

The purpose of this agreement is to engage students at the above school in explorations, experiments, and hands-on project learning experiences that improve their basic job skills, expand their occupational knowledge, equip them with documented career goals and plans based on either a full college, community college or direct job educational track.

2. Weekly Activities

The weekly activities in which students will be engaged will be placed on a calendar during each weekly chapter meeting as:

- A small group activity session or
- An individual learning session (Type 1: Exploration, Type 3: Discovery, or Type 3: Project Development).

3. Student Presentations

Each student will be required to schedule a 15-minute advisory session with a program advisor (See Item 9) to deliver a 5-minute verbal presentation and to participate in a 10-minute counseling interview. In addition to the verbal presentation, a written presentation and a project presentation are optional. Each presentation will be scored using a rubric. (See Resource Document 6) The program advisor delivers weekly activity scorecards to students before each chapter meeting.

4. Chapter Advisor Duties – Chapter Formation and Organization

Chapter Advisor agrees to form and organize a chapter of the Bell Agriscience and Technology Career Success Club based at this school consistent with A, B and C below:

A. Launch Party Preparation - Before School Starts - Week 0

Chapter Advisor agrees to perform the following duties to prepare for a launch party event:

Before School Begins: Launch Party Preparation Duties
<ol style="list-style-type: none"> 1. Prepare Launch Party Plan For Approval By Bell (Presentation/Program/Handouts/Videos) 2. Email The Plan To Bell For Review 3. Prepare and Deliver Invites To Students and Others

B. Launch Party Event

Chapter Advisor agrees to host the launch party event on the date below, and to conduct a program that generates at least the number of membership applications set forth below. Instructions: Use Resource Document 1. Fill in the 2 red boxes below.

Week 1 - Host Launch Party Event		Date:
Program Use Resource Document 1	Purpose of Party Produce Membership Applications	Goal # Applicants <div style="border: 1px solid red; width: 50px; height: 20px; margin: 0 auto;"></div>

C. Chapter Organization

Chapter Advisor agrees to perform the chapter organization duties at events as set forth below.

Chapter Organization Events and Duties			
#	When	What	Why
1	Week 2	Prepare Activity Plan (By Week) Use Resource Document 2	Obtain Approval From Bell To Proceed
2	Week 3	Conduct Student Orientation Session. Use Resource Document 3a and 3b	Deliver information vital to students
3	Week 4	Conduct Induction Ceremony. Use Resource Document 4a and 4b	To officially accept new members
4	Week 4	Email Letter to Alternates (Applicants Not Inducted, If Any)	Create List of Interested Students
5	Week 4	Select and Assign Program Advisor(s) Use Resource Document 4c	Form Your Advisory Team
6	Week 5	Conduct Annual Organizational Meeting. Submit Report Use Resource Document 5a	Get Your Chapter Organized
7	Week 5	Prepare/Submit Expense Estimates Use Resource Document 5b	This completes chapter organization

5. Chapter Advisor Duties – Ongoing Chapter Operations

Chapter Advisor agrees to perform the following ongoing operating duties as needed.

A. Reporting	B. Guest Appearances
<ul style="list-style-type: none"> • Obtain weekly activity scorecard from each student. (Resource Document 6) • Email weekly activity scorecards to Bell 	<ul style="list-style-type: none"> • Select guests • Schedule/Report guest appearances during the school year
C. Weekly Chapter Meetings	D. Activity Plan
<ul style="list-style-type: none"> • Recommend weekly agenda items to President • Collect weekly activity scorecards (Resource Document 6) • Attend chapter meetings to announce weekly cash prize winners, student of the week winners • See that each weekly meeting agenda includes discussion of activities on the approved activity plan 	<ul style="list-style-type: none"> • Recommend modifications to activity plan created in week 4, as needed • Support expo event planner (if expo is selected by chapter advisor)
E. Fundraising	F. Parental Relationships
<ul style="list-style-type: none"> • Design, schedule and conduct fundraising campaigns by students trained and supervised by Chapter Administrator (See Item 7) • Schedule community awareness campaigns planned and conducted by Chapter Administrator (Resource Document 7) 	<ul style="list-style-type: none"> • Request and obtain parental consents as needed • Keep parents updated and informed
G. Tours	H. Student Status Management
<ul style="list-style-type: none"> • Plan/Schedule off-campus tours • Obtain school permission 	<ul style="list-style-type: none"> • Obtain and review weekly activity scorecards from students • Declare student inactive for failure to submit weekly rubric report • Issue termination notices (See Chapter Constitution) • Review career readiness profiles (Resource Document 10)
I. Cash Management	J. Communications
<ul style="list-style-type: none"> • Manage petty cash -member dues (Keep Log) • Request chapter funds from Bell once monthly • Manage chapter funds received from Bell • Request money from Bell. Resource Document 9 • Purchase chapter/program supplies per estimates • Submit itemized expenditure report to Bell once monthly • Deliver receipts to Bell for cash purchases 	<ul style="list-style-type: none"> • Build an email list • Promptly reply to Bell within 24 hours • Review email updates to supporters and community delivered by Bell Administrator • Talk with associates • Monitor weekly social media posts by students

6. Role of the Chapter Advisor

The Chapter Advisor agrees to serve as career mentor, and therefore agrees to become the trusted counselor and guide to student chapter members, thereby enabling them to set and realize their career readiness goals for the year consistent with the career readiness provisions of the chapter constitution.

7. Chapter Advisor Support – Chapter Administrator

Bell will provide a chapter administrator to help the chapter to become a self-sustaining operating unit of the Club. This may include the following responsibilities.

- a. Encourage, train, supervise students to conduct fundraising campaigns to pay activity fees.
- b. Assist students to post to their social media account to build community interest.
- c. Recruit chapter associates as non-voting chapter members.
- d. Monitor compliance with the chapter constitution.
- e. Assist and support chapter officers to conduct weekly chapter meetings.
- f. Recommend professional certifications and college degrees based on student interest

8. Chapter Advisor Training

a. Training Required By Bell

Bell will provide training to the Chapter Advisor. Core training shall consist of a series of 7 zoom training sessions scheduled by Chapter Advisor from the following location: [bellagtech.org chapter advisor page](http://bellagtech.org/chapter-advisor-page). Multiple sessions may be scheduled for the same day. Each session must be completed to become eligible to perform the duties and responsibilities set forth in this agreement. If on the date of the launch party set forth herein, this eligibility requirement has not been fulfilled by Chapter Advisor, this agreement will terminate.

Training Module 1 Launch Party	Training Module 2 Orientation Session	Training Module 3 Induction Ceremony
Training Session 4 Organizational Meeting	Training Session 5 Career Exploration Program	Training Session 6 Ag Technology Program
	Training Session 7 Agriscience Scholarships Program + Activity Report	

b. Additional Training

In addition to training required, Bell will provide additional training as requested by Chapter Advisor. To request additional training, the Chapter Advisor agrees to deliver via email a training request to Bell specifying the type or types of training desired. Training may include activity design, program development, program advisor recruitment.

9. Program Advisor – See Item 3 For More

If desired, Bell will assist the Chapter Advisor to select program advisors from school faculty, and retired teachers or substitute teachers from other school districts or school administrators. Program Advisors will track the weekly progress of students participating in a particular program, using a rubric to score student presentations.

10. Student Activity Guidelines (Assuming program advisors are available)

The Chapter Advisor agrees to make available 3 programs and 9 activity modules, each with 4 participating students. Each module offers a cash prize to the highest scoring student at the end of the school year.

- Four students compete in each activity module.
- One student may compete in 3 modules based on grade level eligibility.
- A student must register to participate in a module.
- Weekly 1-hour individual learning sessions are scheduled by each student.
- A session is supervised by a program advisor if requested by the student.
- The student presents the results of each session in a verbal, written or project format as decided by the student. Each presentation is scored separately by the program advisor.

Programs	Activity Modules	Participating Students	Required Weekly Activity Sessions Per Student	Weekly Presentations Per Student	Winner Cash Prize
Career Exploration Program	Module 1.1	4	1	1 – 3	Y
	Module 1.2	4	1	1 – 3	Y
	Module 1.3	4	1	1 – 3	Y
Ag Technology Program	Module 2.1	4	1	1 – 3	Y
	Module 2.2	4	1	1 – 3	Y
	Module 2.3	4	1	1 – 3	Y
AgSci Scholarships Program	Module 3.1	4	1	1 – 3	Y
	Module 3.2	4	1	1 – 3	Y
	Module 3.3	4	1	1 – 3	Y

11. Weekly Chapter Meeting

The Chapter Advisor agrees to schedule, and see that students attend, 1 chapter meeting per week. The Chapter Advisor agrees to see that each weekly meeting agenda is consistent with approved activity plan.

12. Required Hours Per Week - 5

The Chapter Advisor agrees to invest at least 5 hours per week performing the duties set forth in this agreement over the course of the school year of 27 activity weeks for a total of 135 hours.

13. Chapter Advisor Stipend - \$5,022

a. Pay Periods

Conditioned upon weekly performance requirements, Bell will pay to Chapter Advisor at a rate of \$186 per week over 27 weeks. Payment will require an approved activity report. **(See Attachment)** Payment will be made within 3 days after receipt of the Activity Report.

b. Weekly Performance Requirements

The Chapter Advisor agrees to comply with the weekly performance requirements set forth in Item 12d below. If Chapter Advisor fails to meet these requirements, Bell reserves the right to terminate this Agreement under Item 15.

c. Method of Payment

Bell will deposit directly into the bank account designated by the Chapter Advisor the compensation amount due on the due date.

d. Total Bonus Opportunity - \$3,024

In addition to the stipend set forth above, Bell agrees to pay to the Chapter Advisor a bonus each week as follows, provided the bonus requirements set forth below are met.

Week #	Bonus Amount	Weekly Performance Requirements	Bonus Requirements By Week
Week 1	\$112	Per Item 4b Above: 15 Student Applications in 3 Grade Levels	20 Students in 4 Grade Levels
Week 2	\$112	Per Item 4c Above: Complete Activity Plan for 27 Weeks With Fundraising Goals	Include Expo as Fundraiser in the Activity Plan
Week 3	\$112	Per Item 4c Above: Complete Orientation Session	<ul style="list-style-type: none"> • 20 Students Attending Orientation • 3 Program Interest Groups Formed • Program Interest Forms Receive
Week 4	\$112	Per Item 4c Above: Complete Induction Ceremony	<ul style="list-style-type: none"> • 20 Students Inducted • All Parental Consents, Profile Bios, Module Registration Forms Received • Engage Program Advisors
Week 5	\$112	Per Item 4c Above: Complete Organizational Meeting	<ul style="list-style-type: none"> • 20 Students Attending • 4 Officers Elected • Chapter Constitution Approved
Weeks 6-27	\$112 / Week	Per Item 5 Above: 40 Reports and Weekly Meeting	<ul style="list-style-type: none"> • 41 Reports or More Each Week • Each Weekly Chapter Meeting Complies with Activity Plan

14. Other Bell Responsibilities

In addition to training and support provide in Item 8, Bell will provide to the Chapter Advisor the following:

- a. A Handbook For Each Chapter Member.
- b. The Bell Website. www.bellagtech.org.
- c. Fundraising Software. (networkforgood.com) accessed from the Bell website, used to receive donations to the chapter checking account owned by Bell.
- d. Planning and arrangements to produce 1 expo event.
- e. Two college partners that provide guest presenters and expo booths.
- f. Financial support via sponsors, grants, and donations.
- g. Prompt reply to Chapter Advisor pursuant to requests received.
- h. Arrangements for off-campus tours, and guest presenters.
- i. A sample chapter constitution.
- j. Administrative Support for fundraising
- k. Newsletter delivery for community support
- l. Chapter profile page at website

15. Termination of Agreement

This agreement will terminate prior to expiration when the Chapter Advisor either resigns or is dismissed with or without notice. Failure to provide notice will result in forfeiture of compensation due. Failure of the Chapter Advisor to meet all training requirements as set forth in Item 8 will result in immediate termination.

16. Expiration of Agreement

This agreement will expire on the last day of the school year.

17. IRS W-9

The Chapter Advisor hereby certifies being a citizen of the United States, and will perform under this agreement as an individual, and agrees to submit a W-9 to provide a taxpayer identification number, thereby enabling Bell to report earnings to the IRS via Form 1099.

18. Indemnification

Chapter Advisor agrees to hold Bell, its officers, agents, and employees harmless in the event of a claim of damages by any member as a result of membership in the chapter.

IN WITNESS THEREOF, The parties have signed this agreement on the date set forth above.

Bell AgTech, Inc.
James E. Harris, President/CEO



Signature

Name of Chapter Advisor

Print

Signature/Facsimile

Attachment

Chapter Advisor Activity Report

(Sample For First 15 Weeks Only)

Report Date		Week # Reporting		Weekly Base Rate \$186	Bonus Rate \$112	Check If Bonus Due <input type="checkbox"/> Per Item 13d	Total Due
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Chapter Advisor Name

School Name

Comments and Instructions

Report is due weekly. Each reporting week starts on Sunday and ends on the subsequent Saturday. The weekly rate is based on 27 activity weeks during the school year. This excludes week 0, pre-launch (the week before school begins). Please place a check in the reporting column (on left) for the week being reported.

For week 6 and after, fill red outcome boxes with # of students and # of reports. Check Y (Yes) only if weekly meeting held complies with activity plan (AP). The bonus rate will be paid only when 12d requirements have been met. NOTE: Rubric scorecard reports must be submitted separately.

Reporting	Week #	Formation and Organization Outcomes				Y	N	
	0	Pre-Launch		Invites Sent		All Duties Done		
	1	Launch Party Event		# of Applicants		4 Grade Levels		
	2	Activity Plan With Goals		# of Weeks		Include Expo		
	3	Orientation Session		# of Students		3 Interest Groups		
	4	Induction Ceremony		# of Students		Advisors, Consents, Bios, Registrations		
	5	Organizational Meeting		# of Students		4 Officers, Chapter Constitution		
Reporting	Week #	Weekly Activity Outcomes				Y	N	
	6	Total Students		Total Reports		Weekly Meeting/AP		
	7	Total Students		Total Reports		Weekly Meeting/AP		
	8	Total Students		Total Reports		Weekly Meeting/AP		
	9	Total Students		Total Reports		Weekly Meeting/AP		
	10	Total Students		Total Reports		Weekly Meeting/AP		
	11	Total Students		Total Reports		Weekly Meeting/AP		
	12	Total Students		Total Reports		Weekly Meeting/AP		
	13	Total Students		Total Reports		Weekly Meeting/AP		
	14	Total Students		Total Reports		Weekly Meeting/AP		
	15	Total Students		Total Reports		Weekly Meeting/AP		