

## Earn money – become an onsite coordinator!

### Onsite coordinator benefits

The ISCPA CPE department requests members to serve as coordinators at select ISCPA-sponsored CPE courses outside of the Des Moines area (except South Dakota and Nebraska co-sponsored courses).

The coordinator is responsible for onsite administration of the program, since an ISCPA staff member will not be present. Duties include:

- Greet participants and assist in signing in.
- Inspect and make arrangements for any necessary physical classroom changes.
- Confirm break and lunch schedule with facility staff.
- Distribute, collect and return evaluation forms and sign-in sheets to the ISCPA office.

Coordinators will receive detailed instructions of their duties. Compensation for the coordinator will be a choice of complimentary course registration fee or direct compensation of \$150 per day per eight-hour course or \$75 per day per two or four-hour course. Direct compensation will be issued after the course has taken place and duties have been fulfilled. To become an onsite coordinator, complete the form below.

### CPE onsite coordinator form

Course requested (acronym) \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Firm/company \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone\* \_\_\_\_\_

\*Onsite coordinators will need to be accessible via cell phone on the day of the course.

Preferred onsite coordinator materials mailing address:  Home  Office

Compensation preference:  Complimentary course registration  Direct compensation