

Stipend and Travel Chart for QuarkNet Leadership Fellows

RESPONSIBILITIES:

- Communicating with Centers:
 - Stay in regular communication with assigned centers (mentors and/or lead teachers) via e-mail and/or phone at least once every 1-2 months. Discussion may include assistance the reflection of past workshop, planning/brainstorming for future workshop, reminders and announcements from QN central, and/or simply checking in.
 - Respond to questions that mentors and lead teachers have from assigned centers. Note that these questions may be forwarded to QN staff.
 - Remind centers of QN resources, including the website, the data portfolio, cosmic ray detectors, and the ability for QN central to send a Fellow to lead a workshop (LHC data, CMS e-Lab or Cosmic Ray). This may be especially helpful when centers are planning workshops.
 - Coordinate with assigned centers and QN staff to insure that the website database for cosmic ray detector numbers is kept up to date
- Center Visits:
 - Visit each assigned center ~annually (could be to attend/assist during workshop day(s), to observe or work with teachers, classroom visits, assist with planning, etc.).
- Meetings:
 - Attend annual QuarkNet Leadership Fellows meeting
 - Attend monthly phone conferences with other leadership fellows and designated staff member.

STIPENDS:

- Please keep track of your hours and days (6 hours = 1 “day”) on the Leadership Fellows Time Sheet and forward to Shane Wood (swood5@nd.edu) at the end of each month for payment.
- Partial hours (0.25 hour increments) may accumulate as well over the course of a given month
- Pay rate for fellows is \$125/day (6 hours)

TRAVEL:

- Travel is arranged through Notre Dame. After receiving approval from Shane Wood , Contact Kris Felton to book flights and rental cars; coordinate with Anne Zakas on all other matters. Save receipts for reimbursement and forward these to Anne Zakas when you are done with the travel.
 - **Flights and Rental Cars**
 - Contact Kris Felton (krisfelton@anthonytravel.com) to book these
 - **Hotels**
 - Coordinate with Anne Zakas for hotels. QuarkNet will pay up to the Federal General Services Administration (GSA) rate (<http://www.gsa.gov/portal/content/104877>) which is based on location. Be sure to save receipt upon checking out to send to Anne
 - **Meals**
 - The per diem rate through Notre Dame is \$40/day. The per diem is broken into 20-30-50 percentages for breakfast-lunch-dinner. Travel days are reimbursed at 75%.
 - **Other travel expenses**
 - For other expenses (gas, parking, tolls, etc.) please keep receipts and forward these to Anne for reimbursement.