

Faculty Guidelines for use of Parent Consultants

Because we have limited State Improvement Grant money available for honorariums (see schedule of payments on our website: <http://www.waisman.wisc.edu/cedd/FAN/INVOLVED.HTML>), we ask that faculty apply for funds in advance of the parent presentation. Once we receive the request and if funds are available, we can set honorarium funds aside and will notify faculty.

SIG Honorarium Application Process:

1. To apply for funds, contact our staff BEFORE the presentation at parentdirectory@waisman.wisc.edu and let us know the following:
 - a. Faculty name/college/department
 - b. Class title
 - c. Date of presentation
 - d. Length of presentation
 - e. Number of parents to be invited
2. Faculty can contact the parent(s) they feel will add the most to the topic—please give them adequate warning (at least two weeks). Faculty can also apply for funds if the parent presenter is not in the directory—just complete the above process.
3. At the presentation, fill out the “Parent Honorarium Form” (see directory insert or download a copy on the web at: <http://www.waisman.wisc.edu/cedd/SIG/INDEX.HTML>), including the parent consultant’s information. We also ask that faculty complete the brief feedback form and mail it to us at:

Waisman Center
Attn: Parent Consultant Directory Staff
Room A105
1500 Highland Ave.
Madison, WI 53705-2280
(608)263-5947

We will complete the honorarium paperwork and send the check to the parent(s).

We are also always interested in adding families to our database of parent consultants. If you know of any parents who might be interested, please invite them to go to our website at: <http://www.waisman.wisc.edu/cedd/SIG/INDEX.HTML> and learn more.

Honorarium Awards

The following is the honorarium award schedule based on the format of the event and the amount of time the parent is involved in the presentation.

	1 hour or less	More than 1 hour
Large group lecture	\$50	\$65
Small group lecture	\$50	\$65
Panel	\$35	\$50
Mentoring	1 semester: \$50	2 semesters: \$100