

West-MEC is excited to provide a unique Career and Technical Student Organization (CTSO) chapter award program opportunity for the following Career and Technical Student Organizations: DECA, FCCLA, FBLA, EdRising, FFA, HOSA and SkillsUSA. These Career and Technical Student Organizations must be from a West-MEC member district in order to be eligible for the West-MEC CTSO Chapter Award Program.

Chapters who fulfill the chapter award requirements will have their affiliate/member dues paid by West-MEC for 2015-16. *(One CTSO per program is eligible to apply.)*

**The Affiliate CTSO Chapter Award Program Application is due Friday June 12, 2015.**

*(Please check with Local Director regarding local district due dates, as the dates may be different.)*

## CTSO Chapter Award Program Requirements

- Official members of the state and national CTSO
- Have a written chapter constitution and bylaws
- Elect chapter officers
- Provide officer training for local chapter officers
- Conduct four chapter events per year outside of class time
- Chapter members must compete at the official state conference/competition
- An appropriate percent of members participate in a chapter event outside of class time
- An appropriate, representative percent of members participate in official leadership and/or competition events above the chapter level (regional, state & national conferences)
- Develop an annual program of activities/work that includes activity opportunities for all members.
- Conduct a member awards recognition event outside of the normal classroom that involves parents and other program supporters
- Conduct activities in each of the following categories:  
*(Minimum of two sub-activities for each category below and at least four of the events must have occurred outside of class time)*

### Student Development

- Leadership
- Career Pathway
- Scholarship
- Motivational Activities

### Chapter Development

- Program Recruitment
- Chapter Financial
- Public Relations
- Stakeholder Group Relations

### Community Development

- Economic within CTSO Pathway
- Environmental
- Citizenship

High School \_\_\_\_\_ CTSO \_\_\_\_\_ Sub-group \_\_\_\_\_ (if applicable)

Please refer to guidelines for appropriate sub-groups for each CTSO. If there are multiple advisors, **ALL** advisor names must be included on this cover sheet.

**Membership**

Enter the total number of students to pay membership dues for.

**The CTSO Chapter Award Application is due Friday June 12, 2015.** (Check with Local Director for local district due dates.)

The application should be completed by one of the chapter officers or a committee chairperson. Initial the lines below and complete the blank spaces. The completed application must include the requested documents in order and correctly labeled with attachment titles.

**Include all attachments in order and labeled**

1. \_\_\_\_\_ State and national charter/chapter year (approximate date) \_\_\_\_\_ (Date)
2. \_\_\_\_\_ Attachment A - Chapter has a constitution and bylaws (include copy with the initial application only)
3. \_\_\_\_\_ Attachment B - Chapter officers were elected (include a list of office titles and elected officer names)
4. \_\_\_\_\_ Attachment C - Copy of officer training agenda or sign in sheets with date and names of attendees \_\_\_\_\_ (Date)
5. \_\_\_\_\_ Attachment D - Chapter Program of Activities/Work (attach a copy of the Program of Activities/Work)
6. \_\_\_\_\_ Number of students in the program (Unduplicated count of students enrolled in program courses) # \_\_\_\_\_
7. \_\_\_\_\_ Number of students that participated at the official state conference/competition # \_\_\_\_\_
8. \_\_\_\_\_ Percentage of program students who attended at least one chapter event \_\_\_\_\_ %
9. \_\_\_\_\_ Attachment E - Copy of the official state conference registration
10. \_\_\_\_\_ Percentage of program students that participated above the chapter level (Regional/State Conference) \_\_\_\_\_ %
11. \_\_\_\_\_ Attachment F - Copy of awards recognition event program \_\_\_\_\_ (Date of event)
12. \_\_\_\_\_ Attachment G - A 100 to 150 word description, each, for at least six activities (two from each category below - for a total of 6 events). The description should detail how the activities supported student, chapter, and community development. (At least four of the events must have occurred outside of class time)

Student Development (2 activities)

- Leadership
- Career Pathway
- Scholarship
- Motivational Activities

Chapter Development (2 activities)

- Program Recruitment
- Chapter Financial
- Public Relations
- Stakeholder Group Relations

Community Development (2 activities)

- Economic within CTSO Pathway
- Environmental
- Citizenship

By signing below, we certify that all requirements have been met:

\_\_\_\_\_  
Chapter Officer Name  
(Please type or print)

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Name  
(Please type or print)

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Chapter Co-Advisor Name

\_\_\_\_\_  
Advisor Email Address

\_\_\_\_\_  
Member District CTE Director

\_\_\_\_\_  
Signature Date