



## Career and Technical Student Organizations | 2015-16 Support

West-MEC will provide support for the following Career and Technical Student Organization (CTSO): DECA, FCCLA, FBLA, FEA, FFA, HOSA, and SkillsUSA. The sub-groups of SkillsUSA include cosmetology, carpentry/construction, auto, drafting, media, metals/manufacturing, culinary, law enforcement, fire science, stage craft, and pre-engineering. The sub-groups of FCCLA include early childhood, fashion design, interior design, hospitality and culinary. The sub-groups of FEA include education professions and early childhood. These Career and Technical Student Organizations must be from a West-MEC member district and have an official chapter with the appropriate Arizona State Association.

West-MEC will support Career and Technical Student Organizations in the following manner:

- **Registration fees for students and advisors to participate at in state regional and state leadership and competitive activities.** (two event maximum)

Each chapter may submit an invoice for registration reimbursement of two statewide or local regional events. West-MEC will not provide funding for camps, sporting/entertainment events, student observers or alternate competitors. West-MEC will limit registration fees up to \$95.00 per student, per event. The intent is to encourage year-round fall and spring activities.

This area is limited to registration costs only. Each curriculum area within SkillsUSA, FCCLA, and FEA will be treated as a separate chapter. The invoice must include the event, the number of students who participated, and the registration cost per student. The invoice must also include the number of teachers who participated and the registration cost per teacher.

- **Registration and travel costs for each student participating in national competitive activities. Students must have earned the right to compete through the state qualifying competition.** (one event maximum)

The invoice must include the event date, location, contest, team member names, registration fee amount and documentation for travel costs up to \$300.

- **Travel costs for one advisor per chapter to accompany students who have earned the right to participate in national competition.**

Travel costs include:

- Conference Registration
- Transportation and lodging
- Ground transportation (rental car, taxi fare, etc.)

The invoice for reimbursement must include a copy of the home district travel claim form, excluding food expenses, approved for payment and copies of the receipt documentation. The check will be a reimbursement to the home district, not the chapter.

- **Affiliate CTSO Chapter Award**

Affiliate state and national dues will be paid for chapters that meet the standards as described in the 2015-16 Affiliate CTSO Chapter Award document.

**Additional Information:**

- Every request for payment must be invoiced to West-MEC on the West-MEC invoice form. This request must include all back-up documentation, and be signed by the member district CTE Director. There are separate West-MEC invoice forms for in-state activities and national competition.
- Please submit invoices in the semester which the event occurred. Signed invoices and completed documentation must be submitted to West-MEC by June 15, 2016, except for those events that occur after June of 2016.
- Requests with missing documentation will not be processed and delays that are not resolved before the end of the 2015-16 fiscal year will result in a loss of reimbursement.

**DUE DATES:**

February 15, 2016 – All Fall semester CTSO reimbursements due

June 15, 2016 – All Spring semester CTSO reimbursements due (with the exception of June travel)  
- Affiliate Award applications due

July 15, 2016 – Any national travel reimbursements from June events