

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 2017-18. *(One CTSO per program is eligible to apply.)*

The Affiliate CTSO Chapter Award Program Application is due Thursday, June 15, 2017.

(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 Thursday, June 15, 2017. (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. _____ Percentage of program students who attended at least one chapter event _____ %
8. _____ Number of students that participated at the official state conference/competition # _____
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)

<u>Student Development</u> (2 activities)	<u>Chapter Development</u> (2 activities)	<u>Community Development</u> (2 activities)
- Leadership	- Program Recruitment	- Economic within CTSO Pathway
- Career Pathway	- Chapter Financial	- Environmental
- Scholarship	- Public Relations	- Citizenship
- Motivational Activities	- Stakeholder Group Relations	

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

Chapter Officer Name <small>(Please type or print)</small>	Officer Signature	Date
Chapter Advisor Name <small>(Please type or print)</small>	Advisor Signature	Chapter Co-Advisor Name
Advisor Email Address		
Member District CTE Director Signature	Date	