

West-MEC is excited to provide a distinctive Career and Technical Student Organization (CTSO) chapter award program opportunity for the following Career and Technical Student Organizations: DECA, EdRising, FBLA, FCCLA, FFA, HOSA, SkillsUSA and Thespians. 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 & Support Program.

CTSO chapters who fulfill the award requirements will have student membership dues paid/reimbursed by West-MEC for 2018-19 for up to 20 students up to \$20 per student and all advisor memberships. Any remaining balances will be paid by the chapter/student. Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1st. (Second semester will have a February 1st deadline for additional student names.) West-MEC will continue to support FFA membership dues through the Chapter Affiliation model.

The CTSO Chapter Award Program Application is due June 15th.

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

CTSO Chapter Award & Support Program

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.

The CTSO Chapter Award Application is due June 15th *(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)*

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

* CTSO Chapters with new advisors may qualify in the first year by submitting attachments B, C and D only before October 1st of the current year.

Career and Technical Student Organizations | Support

West-MEC will provide support for the following Career and Technical Student Organization (CTSO): DECA, EdRising, FBLA, FCCLA, FFA, HOSA, SkillsUSA and Thespians. 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:

- **CTSO student membership dues, for up to 20 students up to \$20 per student, and all advisors**

CTSO chapters who fulfill the award requirements for 2018-19 will have up to 20 students and up to \$20 per student and all advisor memberships paid. **Please discuss the payment process with your local CTE director.** Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1st. (Second semester will have a February 1st deadline for additional student names.) West-MEC will continue to support FFA membership dues through the Chapter Affiliation model.

In addition, chapters will receive reimbursement for the following leadership and competitive activities as outlined below.

- **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, chaperones or alternate competitors. Registration fees are limited to no more than \$75.00 per student, per event. The intent is to encourage year-round fall and spring activities.

This area is limited to registration costs only. 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 up to \$125, plus travel/lodging costs up to \$500 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 up to \$125 and documentation for travel/lodging costs up to \$500.

- **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.

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, 2019, except for those events that occur after June of 2019.
- Requests with missing documentation will not be processed and delays that are not resolved before the end of the 2018-19 fiscal year will result in a loss of reimbursement.

DUE DATES: (any date listed below that falls on a weekend will be due the following Monday)

February 15th – All Fall semester CTSO reimbursements due

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

July 15th – Any national travel reimbursements from June events