

Washington County School District CTSO's - Career & Technical Student Organizations

Each CTSSO is represented by **one advisor** per high school (advisor stipends can be split). A **minimum of three CTSSO's** must be fully functional at each school, for advisors to qualify for their stipend.

The attached forms **must** be submitted by the following deadlines (**to qualify for stipend payments**):

- *'Start of School Year/Chapter Officers'* form
due September 15th = \$100 stipend
(provide signed documentation from your school, indicating your CTSSO has met the annual chartering requirement of your school.)
- *'National Student/Advisor Registration'* form
due February 15th = \$100 stipend
- *'Report to the School Board'* form
due June 1st = up to \$1,200 total yearly stipend

CTSSO's (Career & Technical Student Organizations @ WCSD High School level) - The full CTSSO 'basic' student registration (one state sponsored annual leadership, and one competition event) is reimbursed for 10-12th grade students by District CTE when all students/advisors travel together and stay at the same hotel (student hotel cost is paid through an in-house school account). District CTE reimbursement for 'basic' student registration is provided **after** each event (which requires a paid receipt from state CTSSO showing student participation at the CTSSO event, and paid hotel receipt with identifying student names). Each **District CTSSO Advisor** will book/pay for all advisor rooms (based on double occupancy @ district approved room rate) including the bus driver's room (single occupancy). CTSSO Advisors can request their meal per diem for a CTSSO event prior to the event (meals provided by the hotel, and the conference should not be included in this per diem request). Students who are non-elected CTSSO officers, and non-competitors should not attend travel to these events. Students who qualify for first-place State CTE funds, will receive additional support from District CTE (these budgets will be provided to the advisors with first-place winners after CTSSO's have posted competition results). District CTE will provide support when housed with the sponsoring State CTSSO at the national location.

Conference Days - Each CTE teacher will receive (2) Conference days per year for professional development (District CTE will pay the substitute cost based on prior written approval, and approved travel request). These days can be used for day-length field trips, observing other teachers to collaborate on PLC, or attending an approved professional conference. All travel requires an approved travel request, with the teacher and/or school responsible for all other expenses including: mileage, meals, housing, conference fees, etc. (District CTE will provide a stipend for Winter & Summer conferences -- which are not considered conference days).

Start of School Year/Chapter Officers

Conference days are intended for developing best practice with other teachers, and are not for personal and/or preparation time.

Due September 15th (to receive \$100 stipend*)

Chapter Officer List

CTSO (check one): DECA FBLA FCCLA FFA HOSA SkillsUSA TSA

School: _____

Advisor(s): _____

Chapter President: _____

Chapter Vice President: _____

Secretary: _____

Treasurer: _____

Historian: _____

Parliamentarian: _____

Submit completed form to WCSD-CTE by **September 15th**, to receive a **\$100 stipend**.

*Provide signed documentation from your school, indicating your CTSO has met the annual chartering requirement of your school.

*This stipend will be paid when the **CTSO Advisor** from each school submits their paperwork **on time**.
(with a **minimum of three** CTSO's functioning per school)

*Stipends will be included in the end of **October** paycheck*

National Student/Advisor Registration

Due February 15th (to receive \$100 stipend*)

CTSO (check one): DECA FBLA FCCLA FFA HOSA SkillsUSA TSA

School: _____

Advisor(s): _____

***Attach your school's CTSO national registration
(printed from the national website).
This registration will show all students and advisors
who are paid resgistered state/national members.***

Submit completed form to WCSD-CTE by **February 15th**, to receive a **\$100 stipend**.

*This stipend will be paid when the **CTSO Advisor**
from each school submits their paperwork **on time**.
(with a **minimum of three** CTSO's functioning per school)

*Stipends will be included in the end of **March** paycheck*

CTSO “Report to the School Board”

Due June 1st (to receive up to \$1,200 stipend*)

CTSO (check one): DECA FBLA FCCLA FFA HOSA SkillsUSA TSA

Complete the following from the attached form:

1. List the dates your **Officer Meetings** and **Chapter Meetings** were held.
2. Complete the information on your **State Leadership Training**.
- 3. List of students placing at State/National competition**
(You will receive an email link to submit student rankings)

Submit completed form to WCSD-CTE by **June 1st**, to receive up to a **\$1,200 stipend**.

*This stipend will be paid when the **CTSO Advisor**
from each school submits their paperwork **on time**.
(with a **minimum of three** CTSO's functioning per school)

*Stipends will be included in the end of **June** paycheck*

CTSO 'Report to the School Board'

List the dates you held **Officer Meetings** and **Chapter Meetings** (\$20 per meeting, up to \$400 stipend):

August	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
September	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
October	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
November	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
December	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
January	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
February	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
March	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
April	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____
May	Officer meeting date/time: _____ / _____	Chapter meeting date/time: _____ / _____

Participate in **State Leadership Training**

Dates: _____ Location: _____

(Attach a copy of your CTSO state registration - listing your student leadership)

Participate in **State Leadership/Competition Events**

Dates: _____ Location: _____

(Attach a copy of your CTSO state registration - listing your student contestants)

Provide a list of students placing at State/National competition

(You will receive an email link to submit student rankings)

Submit by June 1st