

Houston ISD  
Career and Technical Student  
Organizations (CTSO)  
Guidelines

2024-2025

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## Career and Technical Student Organizations (CTSO) Overview

To offer students the most benefit during their Career and Technical Education (CTE) courses, Career and Technical Student Organizations (CTSOs) are available as co-curricular opportunities to support students and their CTE classroom experiences. The State of Texas and the Texas Education Code recognize the value of career and technical student organizations by emphasizing the importance of “participation by students and teachers in activities of career and technical student organizations supported by the agency and the State Board of Education (Sec. 29.182).”

### What are Career and Technical Student Organizations (CTSOs)?

Career and Technical Student Organizations (CTSO) enhance student learning through contextual instruction, leadership and personal development, applied learning, and real-world application.

CTSOs are an integral component of the classroom curriculum and instruction, building upon employability and career skills and concepts through the application and engagement of students in hands-on demonstrations and real-life and/or work experiences. **CTSOs are co-curricular, not extra-curricular!**

### Houston ISD approved CTSO:

- BPA
- DECA
- FBPA
- FCCLA
- FFA
- HOSA
- SkillsUSA
- TAFE
- TSA

*ProStart and Robotics are not TEA-recognized but are approved by Houston ISD CTE for the current school year to be sponsored by a CTE teacher. However, ProStart and Robotics do not qualify for an extra duty stipend.*

**Teachers will only be allowed to sponsor one CTSO chapter each year. If a sponsor chooses to support another organization, they may do so, but knowing they are only eligible for a stipend for one of the above-mentioned CTSOs.**

**Houston ISD does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Career Readiness Department, Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, TX, 77092-8501**

## What Are the Responsibilities of the CTSO Sponsor?

Effective CTSOs include supporting activities and standards that allow the development and engagement of the student chapter and the surrounding community. A CTSO sponsor's/advisor's primary capacity is to serve as a facilitator and support students in their personal goals, chapter growth, and community involvement. CTSO sponsors/advisors are:

- The CTSO sponsor should set a positive tone for the chapter in all communication with students, administration, and parents.
- Required to maintain open membership to **ALL** CTE students in the program of study, especially with respect to efforts to increase the participation of students who are members of special populations.
- Required to complete all National, Regional, Area, and local CTSO paperwork in a timely manner.
- Required to complete all Houston ISD District paperwork in accordance with district and campus guidelines.
- Expected to maintain copies of all travel permission slips and updated parent contact information while on trips.
- Required to maintain day-to-day operations (ex: membership dues, finances, conference registration..) of the CTSO. Each CTSO shall adopt and implement Bylaws and Policies for the efficient operation and fiscal management of the CTSO. This is a co-curricular program that is an extension of the career and technical education courses. The sponsor should ensure that all district policies regarding fundraisers and travel are always adhered to.
- Required to maintain appropriate student/teacher relationships.
- Required to inform campus and central office administration of the desire for their students to pursue leadership roles in the organization outside the campus level.
- Required to provide administrative leadership at state and national meetings and conferences in collaboration with the CTSO Board of Directors.
- Required to host a recruitment event or display their CTSO during CTE month (February).
- Required to provide campus administration with a calendar of events, including tentative meeting dates, conference dates, community outreach, and any other important dates for the calendar year. *See the sample CTSO chapter event calendar.*
- Required to submit appropriate documentation in a chapter portfolio to ensure payment of all stipends for both fall and spring semesters. Lead Advisors and Co-Advisors must be CTE teachers to receive the stipend. *Reference the Sponsor Stipend Structure page for a breakdown.*
- Advisors must submit a **Chapter Portfolio** showcasing supporting documentation. The requirements will be housed in a Google folder (formerly used Bulb website platform) that must be shared with the CTE administrative team at HMW. Along with the Extra Duty form for each adviser to secure an extra duty stipend. This documentation must be submitted in January and May of the school year. The documentation will be graded, and the advisor will be notified to submit any missing items.

**Chapter Portfolio**-Below are the required documents:

### Documents due in January

Chapter Roster with demographics  
Meeting Agenda Minutes (Sept., Nov. and Dec)  
Community service project  
Financial reports  
Leadership Conference  
Fundraiser Documentation (Optional)

### Documents due in May

Meeting Agenda Minutes with student sign-in (January, February, March, and April)  
Community service project (must host a CTE awareness activity in February)  
Financial reports  
Leadership Conference  
Fundraiser Documentation (Optional)

## What Are the Responsibilities of the student and parent?

CTSO Student Members are expected to maintain high standards in academic performance and behavior while serving as positive role models for the student body. Members who do not meet these standards are subject to school disciplinary consequences, including suspension and/or dismissal from their CTSO program.

### A student's responsibilities as a CTSO Member:

- Follow all campus discipline rules and regulations.
- Adhere to appropriate rules and regulations and establish higher standards of behavior set by the school sponsor and the CTSO guidelines.
- Serve as an appropriate role model for other students.
- Arrive prepared and on time for all practices, club events, and competitions.
- Exhibit proper and appropriate wear of CTSO official dress, as directed by the sponsor(s) for competitions.
- Fulfill all financial responsibilities, as required by membership on the team, in a timely manner.

### Responsibilities of Parents:

- Stay informed of the rules, regulations, and procedures that are applicable to the co-curricular organization.
- Drop off and pick up students on time or make arrangements for the student to be dropped off and picked up in a timely manner.
- Attend parent meetings when required.
- Submit any concerns, ideas for improvement, and/or guidelines/procedural changes in writing directly to the sponsor(s)
- Encourage student adherence to established rules, regulations, and procedures.
- Ensure fulfillment of all financial responsibilities required of the student as a member of a CTSO.

## Chapter Bylaws

Chapter bylaws are required for each CTSO. Most CTSOs have national and state bylaws that have been set by the CTSO board. The advisor must be familiar with these bylaws and any amendments. When setting the campus chapter bylaws, all national and state bylaws should be included to ensure compliance and keep the chapter in good standing.

### Sample chapter bylaws are listed below:

#### ARTICLE I: Name & Purpose

**Section A: Name** – The name of this club shall be [name of club].

**Section B: National Affiliation** – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

**Section C: Purpose** – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.
- 4.

## ARTICLE II: Membership & Dues

**Section A: Eligibility** - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

**Section B: Dues** – Dues shall be \$\_\_\_\_\_ per year. [List national and state dues separately if applicable].

## ARTICLE III: Officers

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers; add officers specific to the needs of the club, if necessary.]

**Section B: Eligibility** – Officers must be \_\_\_\_\_ [full-time students, carrying at least one credit, etc.]

**Section C: Election** – The officers shall be elected by ballot at the last spring semester meeting by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year, and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term, and vacancies in any other office shall be filled by a special election.

## ARTICLE IV: Duties Of Officers

**Section A: President** – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

#### ARTICLE V: Meetings

**Section A: Meetings** – Regular meetings shall be held monthly during the regular school year.

**Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Sponsor.

**Section C: Quorum** – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

**Section D: Parliamentary Authority** – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### ARTICLE VI: Advisor

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet regularly with the student club leader to discuss upcoming meetings, long-range plans, goals, and problems of the club.
- Attend regular meetings and executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the District CTE Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members and the possible consequence of said behaviors.

- Advisors wishing to have students run for District, Regional, State, or National officers or wishing for themselves to run for a Board of Directors or Committee Member role are encouraged to do so. Please ensure all paperwork is signed by the requested administrative parties before submitting the application. Approval must be obtained from the campus principal prior to declaring officer candidacy. For student District, Regional, State, or National officer candidates, parents must also consent to the student's candidacy.

ARTICLE VII: Committees

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: Other committees** – [List other committees germane to the club, such as finance, publicity, membership, professional relations, social, etc.]

**Section C: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: Amendments

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

**Basic CTSO Procedures & Operations**

**Establishing a CTSO**

To begin the process of establishing a CTSO chapter in Houston ISD, a teacher must learn about the national/state organization and the basic requirements to start a campus chapter. Then, the teacher must contact the campus Principal to seek approval and complete the Houston ISD “Commitment Form.” The Commitment Form must be submitted via email to the CTE District office by September 30<sup>th</sup> of the school year.

**Chapter Officers**

Local officers on each campus shall be governed by the CTSO constitution. CTSO Chapters must elect a President, Treasurer, Secretary, and optional officer positions of Vice President and Reporter.

**Officer positions and sample descriptions**

<b>President</b>	<ul style="list-style-type: none"> <li>• Presides over chapter meetings, using proper parliamentary procedure.</li> <li>• Possess good leadership qualities and work with others to encourage them to work for the benefit of the chapter.</li> <li>• Is an impartial judge who does not interject opinions or dominate the meeting.</li> <li>• Keeps members informed of progress and sees that the chapter is moving forward.</li> <li>• Has a complete understanding of the matters being discussed and the impact of their recommendations. Can bring issues to a conclusion when necessary.</li> <li>• Other duties as appointed</li> </ul>
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<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Preside at meetings and other functions in the absence of the chapter president.</li> <li>• Supervises all committees.</li> <li>• Should be as prepared as the President, well-informed of the issues, and skilled in handling chapter business.</li> <li>• Other duties as appointed</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Keeps records of chapter funds and prepares financial reports as needed</li> <li>• Ensures membership financial deadlines are met</li> <li>• Assists in developing a budget and communicate this to the advisor.</li> <li>• Maintain a copy of all invoices, costs of trips, etc., and maintain the treasurer notebook</li> <li>• Other duties as appointed</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Maintains all chapter records</li> <li>• Works with the President to set an agenda for meetings several days in advance</li> <li>• Obtain agenda approval from the advisor several days in advance of the meeting</li> <li>• Records and hands in minutes of all meetings</li> <li>• Keep the chapter Constitution and Bylaws at each meeting for reference</li> <li>• Maintain a complete list of members at all items</li> <li>• Other duties as appointed</li> </ul>
<b>Reporter</b>	<ul style="list-style-type: none"> <li>• Handles and publicizes all results (including copies sent to the CTE Coordinator)</li> <li>• Write news stories on chapter activities for social media and campus announcements.</li> <li>• Takes photos at all events and submits them to the advisor for media.</li> <li>• Other duties as appointed</li> </ul>

*Note: Other officer positions may be elected as needed. The chapter adviser makes this decision.*

Students wishing to run for CTSO district, regional, state, or national officers shall submit the appropriate forms to the campus principal **before** declaring candidacy. The adviser, campus principal, and parent must consent to the student's candidacy and understand any additional parent financial responsibilities and time commitments before running for office.

## Chapter Minutes

CTSO chapters should meet at least once per month. During each meeting, an agenda, member sign-in sheet, and minutes should be taken. The minutes and sign-in sheets should be kept on hand and posted to the chapter portfolio within a week. With the advisor's approval, the chapter can have more meetings during the month. An advisor must be present to host a formal meeting.

## Internal Funds

Advisors must maintain fiscal responsibility and adhere to all Houston ISD and campus guidelines when collecting, tracking, and depositing money into the CTSO account. They must also oversee and confirm accuracy in the Chapter Ledger of the Activity Account. Advisors shall be responsible for ensuring financial accountability and shall implement checks and balances to accomplish the organization's purposes at the campus level.

## Fundraising

Without funds, it is hard to conduct some activities. In addition to helping to finance the local chapter, a fundraising activity can also provide many valuable learning experiences for students. From project management to forecasting profits, setting timelines, working in teams, and being accountable for results, fundraising teaches many skills that will be needed on the job and in life.

Each chapter will fundraise to pay for activities and competition costs. Fundraising will be the primary source of the competition budget. These funds will be deposited by the sponsor in the appropriate activity account according to the Houston ISD and Campus guidelines. Any fundraising activity must have prior approval from the campus administration before the students can participate.

## Community Service

CTSOs are considered an integral part of CTE; they help students develop the technical and leadership skills that will enable them to succeed in their career paths. We encourage each of the CTSO chapters to be active in the surrounding communities by hosting activities that will serve the campus, feeder schools, and the neighborhood. Such activities may be hosting a “Dress Like Your Career” day during CTE awareness month, reading books to elementary students, participating in the “When I Grow up” District event, or inviting a bank to host a financial literature seminar for parents. All community service events should be documented with flyers and photos that are included in the chapter's yearly portfolio submission. Please ensure that the campus administration has approved all community service events prior to the event date.

**CTSO Field Trips- CTSO Sponsored Day Field Trip** (In-district field trip forms required prior to Field Trip must follow campus and district guidelines) Campus leadership must approve prior to distributing field trip paperwork to students and parents. The advisor must follow all district and campus guidelines when organizing the trip.

**Meals:** If the field trip covers a mealtime, no cost (to the student) meal options must be available. The following are options:

- Sack lunch brought by the student.
- Cafeteria Lunch - Packed and provided by campus (must coordinate with cafeteria manager at least one month prior to field trip)
- District funds during Houston ISD-sponsored events, such as “When I Grow Up” (Must be approved by the appropriate CTE District personal/administrator)

## Leadership Conference

Many CTSOs have leadership conferences that students and advisors attend not to compete but to gain more knowledge of the CTSO. Students and Advisors will participate in workshops geared towards enhancing students' career skills. Attendance at these leadership conferences is encouraged as it will reinforce what the student is learning in the classroom in a more relaxed setting outside of competitive events. Students and advisers are encouraged to discuss attending these events during the first few chapter meetings when the students return in August, as many conferences are held in the Fall.

- *Funding for Entrance Fees and Travel:* The chapter will cover all entrance, registration, and travel fees.

## Competition, Eligibility, and Funding

All CTSO Competitions and Participation will adhere to the UIL No Pass / No Play guidelines.

- **District/Area/Regionals (Multi-tiered)**—These are contests with an elimination process and a next level of advancement.
  - *Participation/Eligibility:* Each CTSO Advisor must make this competition available to current CTE students through their designated CTSO. The Chapter will only pay for CTE students actively participating in the CTSO. If a student is attending the contest based on an exam taken prior to the contest or a project that does not require the students to be present during judging, the advisor must obtain written approval from the CTE office.
  - *Funding for Entrance Fees and Travel:* The chapter will cover all entrance, registration, and travel fees.
- **State, National & International:**

These are described as contests where students have had the option to compete at the district/area/regional/state level and now can compete at the state level due to “placement advancement” designated by the CTSO.

  - **Participation/Eligibility:** Each student that “qualifies” for advancement in their CTSO competition.

**See the Guidelines below.**

- Travel to state or nationals is not final until approved by campus administration and the CTE District Office. The advisors should not guarantee or promise to travel with students until they have received approval.
  - Advisors must receive commitments from students and parents before making travel arrangements. If a student cancels prior to the trip, the student may be held responsible for any nonrefundable travel costs.
  - Additional students may travel based on merit or achievement if the incremental cost is being paid by the CTSO activity fund and the campus. This will be on a case-by-case basis with approval from campus administrative staff.
  - Substitutions or alternates will be reviewed on a case-by-case basis with the campus administrative staff. Documentation from the state CTSO office must be provided.
  - Students may only advance based on standard medal placement.
- **Funding and Travel:**
- State Conference, National & International: The Houston ISD CTE office will cover the registration, hotel, and travel fees for students and advisors. The per diem for students and advisors will not be covered. The CTE Teacher chaperone-to-student ratio will apply as one chaperone/advisor for every ten (10) students. An additional CTE Teacher chaperone cost will be covered if more than ten (10) students are attending. The CTE office must be notified as soon as students have received a placement, advancing them to the national or international tournament. Travel with lodging requires Campus Administration and District Leadership approval and must be submitted at least six weeks in advance.

See the chart below:

Item/Product	Financial Responsibility
Student Registration into Club/CTSO	Student/Parent/ CTSO Fundraising
Funding for Student CTSO projects	Student/Parent
Area/Local/Regional competitive events: all fees	Student/Parent/ CTSO Chapter Fundraising
State/National/International Event: ~Student Registration, Travel, and Hotel	CTE Funds
State/National/International Event: ~Student Food	Student/Parent/ CTSO Chapter Fundraising
State/National/International Event: ~Advisor Registration, Travel, and Hotel	CTE Funds
State/National/International: ~Advisor-Per Diem Food	CTSO Chapter Fundraising

**Requesting Travel Funds for State/National/International Events:**

The chapter advisor must submit all required travel documents to the Campus Business Manager. The Campus Business Manager will upload the completed documents to the CCMR request link. Please adhere to the competition map and timeline; [click here to access the Competition Map](#).

**Emergencies:** Transportation Emergencies or Canceled Flight Procedure - In the event of an emergency or canceled/delayed flight, the sponsor shall immediately contact their Campus Principal.

**Advisors & Chaperones:** Chaperones for overnight travel will be required to include a gender-specific chaperone for each gender traveling. The recommended chaperone-to-student ratio is 10 students for every one adult chaperone. The number of Advisors traveling with students will be determined on a case-by-case basis with the approval of the Campus Principal. Anyone traveling with the group must have background clearance in advance with Houston ISD to accompany the trip.

**No middle or high school student is authorized to travel to required official organizational functions without an adult (advisor, parent, or adult authorized by the student's local school).**

Students and chapters may travel with neighboring campuses to save on travel expenses if an authorized adult is present. These activities include executive board meetings, officer training meetings, pre-conference preparations, conferences (national, state, or district), and individual school visits.

### **District Transportation**

Means of transportation: Students may travel by school district transportation, taxis/Ubbers, city buses, hotel shuttles, chartered shuttles, or charter buses with an advisor. Students are not to be transported in personal vehicles and are not allowed to order their own mode of transportation (for example: Uber).

### **Hotel and Lodging**

Hotel costs should be aligned with the state standard if not mandated by a conference hotel. Please visit the [GSA Website\(Per Diem Rates\)](#) for state rates. Divide the cost for each room occupant. Every effort should be made by the advisor to acquire a hotel or lodging with rooms accessible by an internal hall. For security reasons, students and advisors should not stay in motels or hotels with room doors accessible via a parking lot. For example, students and advisors will need to access hotel rooms via a hallway that is only accessible via an elevator and secured by a front desk attendant.

### **Judging and reporting student results:**

Houston ISD understands the need for volunteers to help with leadership conferences, student competitions, or the need for additional adult chaperones. If the CTSO advisor needs support in any of these areas, they are encouraged to contact the CTE District office at HMW for volunteers. The CTE District team is eager to support our students, and CTSO advisors will be available upon request to assist. Please reach out to the CTE Director or CTE coordinator.

Once the Chapter returns from the competition, it must notify the campus administration and CTE District office of the student's results. The student's results can be input on the "Contest Results/Board Report" (see pages 28-29 of these guidelines) and emailed to their campus administration, cc'ing the Houston ISD CTE Director.

## Chapter Portfolio Breakdown And Requirements

Each chapter must submit its chapter portfolio highlighting the CTSO activities for the school year. The portfolio will serve as documentation of completion for various events, a resume builder for students, and a way to showcase student involvement. The chapter will build its portfolio using Google Drive; the file will include Google Docs, Google Sheets, and Google Slides. Please title the folder the campus and CTSO chapter name and number (BellaireFFCLA#10759)

### **Chapter Roster, Chapter Minutes & Student Sign-In**

The portfolio must include:

1. The portfolio must obtain a copy of the Chapter Roster from a State or National organization showing members as paid.
2. The roster must also include student demographic data.
3. Include the receipt from the State/National Organization showing paid membership
4. Student Access—We want to ensure the CTSO on each campus is inclusive and accessible to every student while providing networking opportunities for students to feel supported in a controlled environment. Please note that on your roster, you should include students with an IEP, ESL, or homeless status, as our CTSOs are open to ALL students in Houston ISD.
5. Each meeting must have an agenda and a student sign-in sheet for attendance. See below examples.
6. Every monthly meeting must have recorded chapter minutes that are included in the chapter portfolio. These can be scanned into the portfolio folder or uploaded through a Google Doc.

*Sample Chapter Meeting Agenda Created by Chapter Secretary*

## **AGENDA**

### **[Insert Name of Club/Association] MEETING**

#### **Time, Date & Venue**

- Welcome
- Confirmation of Minutes of Previous Meeting
- Matters arising from the Minutes
- Inward and Outward Correspondence
- Reports to President
  - Financial
  - Committee Reports in order of need for discussion
- Special Projects
- General Business
- Closure and date of next meeting

*Sample Chapter Minutes*

\_\_\_\_\_ Local Chapter Regular Meeting Minutes

- Call to Order**
  - The first regular meeting of the \_\_\_\_\_ chapter of \_\_\_\_\_ was held on September 2\_\_\_\_, 2017, at 4:30 p.m. in Room \_\_\_\_ of \_\_\_\_\_. President Peter Puma was in the chair, and the secretary was present.
- Minutes**
  - The minutes of the previous meeting were approved as read.
- Officer Reports**
  - The treasurer reported a balance of \$3,568.35. The report was placed on file.
- Committee Reports**
  - Mary Melody reported the Chapter exhibit had been completed and was on display in the school library. This exhibit also will be displayed during School Spirit Week. Members were asked to see Mary to sign up to help out at the table and to distribute brochures.
- Unfinished Business**
  - There was no unfinished business.

**☐ New Business**

- Shirley DaLune moved, and it was seconded that we decorate the business school rooms to promote the Halloween dance. The motion was adopted.
- Myra Duff moved, and it was seconded that we sponsor a bake sale. Mary Melody moved, and it was seconded to refer this to a committee of two to be appointed by the chair. The motion was adopted. Barbara Bonnie and Shirley DaLune were appointed to the committee.

**☐ Announcements**

- Mary Melody announced that local chapter adviser Hampton Braatz had been honored at the National Leadership Conference this summer as an Outstanding Local Chapter Adviser. She thanked Mr. Braatz for his dedication to the chapter and presented him with a small plaque to show the chapter's appreciation.

**☐ Adjournment**

- There being no further business, the meeting was adjourned at 5:30 p.m.
- Ben Johnson
  - \_\_\_\_\_ Secretary



## Chapter Community Service

The portfolio must include:

1. Description of event purpose, organization to benefit, and service activity to be completed
  2. Roster of attendees (Can use sample sign-in sheet above)
  3. Event re-cap prepared by chapter officer(s) who attended
    - a. Optional – group photo or other event documentation
  4. In February, each CTSO is required to host a community service event showcasing its CTSO or Program of Study. The national office plans most CTSOs' CTE month activities, and the adviser should contact the office for a list or visit their website.
- 

*Sample:*

### Chapter Community Service

Date, Location

- I. **Description of Event:** Our chapter participated in a community service project at...During the event, we
- II. **Impact of the Community Service Project:** Though our participation in \_\_\_\_\_,
- III. **Reflection of the Community Service Project:** AS a chapter, we learned.

Submitted by: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Chapter Leadership Conference (scanned copies can be uploaded)

The portfolio must include:

1. Receipt showing registration for the event and fees paid if required
2. Roster of attendees (Can use sample sign-in sheet above)
3. Event re-cap prepared by chapter officer(s) who attended
4. Optional – group photo or other event documentation

\*Note: The chapter will incur all costs for attending this conference.

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*Sample Recap:*

### Chapter Leadership Conference

Date, Location

- I. **Description of Event:** Our chapter participated in a Leadership Conference at..... During the event, we.....
- II. **Lessons Learned to Implement in Local Chapter:** Though our participation in \_\_\_\_\_, .....
- III. **Competitive Event Summary:**
  - a. **Events Competed In**
  - b. **Awards and Recognition of members in competitive events**

Submitted by: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Chapter Fundraising

The portfolio must include:

1. Description of chapter fundraiser prepared by officers
2. Receipt of funds collected for deposit to CTSO account

*Sample Recap:*

#### Chapter Fundraiser

Date, Location

- I. **Description of Event:** Our chapter hosted a fundraiser..... During the fundraiser, we.....
- II. **Purpose of fundraiser, how funds will be used:**
- III. **Amount of money raised: When/how money was donated to the organization**
  - a. **Chapter benefits from the amount of money raised**

Submitted by: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Chapter Financials

The portfolio must include:

- Copy of CTSO activity account statement showing all funds received and distributed during the semester from the Business Manager

#### CTSO Chapter Portfolio Checklist

Documents are due in January, with the Extra duty form.	Documents are due in May with the Extra Duty Form.
<ul style="list-style-type: none"> <li>• Chapter Roster with demographics</li> <li>• Meeting Agenda Minutes (Sept., Oct., Nov. and Dec)</li> <li>• Community service project (Minimum one activity per semester)</li> <li>• Financial reports</li> <li>• Leadership Conference (Minimum one per school year)</li> <li>• Fundraiser Documentation (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Agenda Minutes with student sign-in (Jan., Feb. March, and April)</li> <li>• Community service project (must host a CTE awareness activity in Feb.)</li> <li>• Financial reports</li> <li>• Leadership Conference</li> <li>• Fundraiser Documentation (Optional)                             <ul style="list-style-type: none"> <li>○ <i>Participate in "When I Grow Up"</i></li> </ul> </li> </ul>

## CHAPTER TRAVEL GUIDELINES

The advisor and student should review all policies and regulations for student trips to ensure the group understands the expectations and adheres to all Houston ISD District travel guidelines. In addition to district regulations, the advisor, students, and adult chaperones must follow the campus guidelines.

In addition:

- An agenda of activities and contact information must be provided to parents and campus/district personnel prior to leaving for the event - including an approximate timeline.
- Copies of student forms must be left with the campus secretary.
- Advisors are to be always involved in event-related activities.
- Advisors must dress appropriately and wear identifiable district or CTSO clothing.
- Advisors are to ride on district-provided transportation with the students.
- Room assignments for advisors and chaperones must be appropriate.
- Movies at cinemas or on buses may not exceed the PG13 rating for high school.
- Tobacco products are prohibited in the presence of students.
- Profanity of any kind that may be offensive to others is prohibited.
- Curfew times are to be set and enforced daily. Recommended CTSO curfew is 11PM. (At curfew, all students must be in their assigned room with the TV/radio at low volume.)
- Prior to room check, advisors should meet to set the game plan for the following day and make provisions for students with different schedules.
- Room checks are to be conducted by gender-appropriate sponsors and district-approved chaperones. At curfew time, a visual room check (see/speak to every child) is required.
- Doors must be monitored after curfew. This may be done by taking shifts and having an active hall presence. Tape may be placed on doors after curfew, and a very early morning check will ensure no doors have been opened.
- One advisor will be trained by a campus nurse prior to the trip and will be required to dispense medications according to labels.
  - A student's medications must be used according to prescription labels.
- All advisors on the trip will assist with chaperoning all students.
- Weapons, alcohol, illegal drugs, and any hazardous materials are prohibited.
- In the event that a CTSO sponsor will miss travel, a replacement sponsor must be found, and an e-mail must be sent to the CTE Administrator in advance.
- Upon return, sponsors remain with students until all are picked up by a parent or guardian.
- See also “Guidelines for Safer Travel” in the Appendix of this Guidelines.

All inappropriate behavior by students(s), teacher(s), or chaperone(s) must be reported to the campus principal and CTE department within 24 hours of returning to the district.

•

## CTSO Vision Statements

- **BPA (Business, Marketing and Finance Education)**

- Two student organizations for those enrolled in Business Education, Business Professionals of America ([BPA](#)) and Future Business Leaders of America (FBLA-PBL), contribute to the advancement of leadership, citizenship, personal growth, and academic and technological skills. These two organizations serve as cohesive agents in the worldwide networking of education, business, and industry. Competitive events enhance career/job preparation, workplace competencies, self-confidence, and the instructional program.



- **DECA (Marketing and Management Education)**

- Through their participation in Distributive Education Clubs of America ([DECA](#)), the student organization for Marketing Education, students have opportunities to develop leadership, social, civic, and career skills in marketing. DECA provides well-planned activities that can be integrated into the curriculum and projects that promote occupational competence for students. DECA is committed to building relationships between education and the business community that will enhance the career and education development of students.



- **FCCLA (Human Services Education)**

- Family, Consumer, and Community Leaders of America ([FCCLA](#)) is the student organization that provides opportunities for personal growth and leadership development through Family and Consumer Sciences Education. Focusing on the multiple roles of family members, wage earners, and community leaders, FCCLA members develop skills for life through personal development, creative and critical thinking, interpersonal communications, practical knowledge, and career preparation.



- **Texas FFA (Agricultural Education)**

- Texas Future Farmers of America ([Texas FFA](#)) is much more than farming and ranching. Members of this organization may study horticulture, aquaculture, food sciences, accounting, wildlife management, and mechanics of engineering. Opportunities for developing skills in leadership, cooperation, and citizenship are provided through classroom/laboratory learning experiences through membership and participation in this student leadership organization.



- **HOSA (Health Occupational Education)**

- Opportunities for leadership and citizenship development are available through membership and participation in Health Occupations Students of America ([Texas HOSA](#)). This student professional organization provides opportunities for leadership development, knowledge, and skills recognition through the competitive events program and community service projects. By networking with healthcare professionals, students receive guidance in selecting and pursuing a health career.



- **Skills USA (Trade and Industrial Education)**

- Skills USA ([SkillsUSA Texas](#)), the organization for Trade and Industrial Arts students, provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communication skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Skills USA promotes understanding of the free-enterprise system and involvement in community service.



- **TSA (Technology Education)**

- The mission of the Technology Student Association ([Texas TSA](#)) is to prepare Technology Education students for the challenges of a dynamic world by promoting technological literacy, leadership, and problem-solving, resulting in personal growth and opportunity. The common denominator for TSA members is an interest in technology and a desire to be a part of a national organization. TSA's curriculum, competitive events, chapter programs, and conferences provide academic and personal growth challenges to its members.



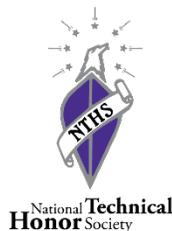
- **TAFE (Education)**

- Texas Association of Future Educators ([TAFE](#)) is the newest CTSO in Texas. This organization offers students the opportunity to explore the teaching profession while cultivating the qualities of character, service, and leadership. Students will be involved in various activities such as workshops, contests, and summer activities, as well as have the opportunity to apply for scholarships.



- **National Technical Honor Society**

- To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the [NTHS](#) Member. NTHS membership benefits are designed to help students achieve their goals and become leaders in their fields. High school or postsecondary students must be invited to join by an NTHS Advisor at your school



## Houston ISD CTSO-Suggested Advisor Timeline

The following is a guide and suggested list of items regarding your CTSO that you should be aware of during the school year. The timeline is meant to serve as an aide and help guide the advisor through the school year. Dates are not final and should only serve as a guide. Additionally, there are items that may not be listed. Please check CTSO's national, state, and local websites, along with other sources, for official dates and times.

<b>Advisor Timeline</b>	
<b>Fall Semester</b>	
September	<ul style="list-style-type: none"> <li>• Elect Officers (if not done at the end of the previous school year)</li> <li>• Member recruitment &amp; Collect dues               <ul style="list-style-type: none"> <li>○ Collection of Funds and deposit form submitted for any instance where money is collected</li> </ul> </li> <li>• Members join Chapter group communication (ex, remind, teams)</li> <li>• First fundraiser voted &amp; submitted for campus approval</li> <li>• Chapter constitution &amp; Bylaws established</li> <li>• Chapter meetings begin (occur monthly)</li> <li>• Points tracking begins (occurs monthly)</li> </ul> Advisor Stipend Pay Requirement submission <ul style="list-style-type: none"> <li>• Submit commitment to sponsors CTSO form. (required by 9/30)</li> <li>• Upload the following to your Google Chapter CTSO Drive to begin portfolio               <ul style="list-style-type: none"> <li>○ Upload officer list and chapter roster</li> <li>○ Upload Constitution and Bylaws (new chapter or if they were updated)</li> <li>○ Upload meeting minutes – Signed &amp; dated by officers</li> <li>○ Upload documentation of fundraiser approval.</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>• Fundraising begins</li> <li>• Students choose Competitive events</li> <li>• Select Community service activities</li> <li>• Register and pay State &amp; National membership dues &amp; costs</li> <li>• Attend Fall Leadership Conferences (Oct/Nov; most registration dates are in Sept.)</li> </ul>
November	<ul style="list-style-type: none"> <li>• Complete Community service activities.</li> <li>• Chapter socials</li> <li>• Chapter hosts study sessions for competitive events.</li> </ul> Advisor Stipend Pay Requirement submission <ul style="list-style-type: none"> <li>• Add the following to your Chapter Google CTSO Drive</li> <li>• Upload meeting minutes for September, October &amp; November</li> <li>• Upload a copy of the membership affiliation submission.</li> <li>• Upload pictures and flyers from community service activities and leadership conferences.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Submit travel paperwork for District, Regional, or Area contests six weeks in advance)</li> <li>• Plan spring community service projects or social events.</li> </ul>
<b>Spring Semester</b>	
January	<ul style="list-style-type: none"> <li>• Attend District, Regional, and Area contests.</li> <li>• Submit travel paperwork for State contest (at least 64 weeks in advance)</li> <li>• Report Contest Results to the CTE office upon return from the contest.</li> <li>• Chapter hosts study sessions for competitive events</li> </ul> <b>Fall Advisor Extra Duty Payout Requirement submission (required)</b> <ul style="list-style-type: none"> <li>• Advisor will submit Chapter Google Drive for grading; make sure to grant access to anyone on the internet. Email link to CTE Coordinator.</li> </ul>
February	<ul style="list-style-type: none"> <li>• CTE Month</li> <li>• Attend District, Regional, Area, and State contests.</li> <li>• Report Contest Results to the CTE office upon return from the contest.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Attend State contest</li> <li>• Submit travel information for National or International contests to the CTE Coordinator within one week of returning from the State.</li> <li>• Report Contest Results to the CTE office upon return from the contest.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Chapter awards ceremony (optional)</li> </ul>
May	<ul style="list-style-type: none"> <li>• Officers elected for next year (recommended)</li> <li>• Submit travel for National or International contests (May/June)</li> <li>• Spring Advisor Extra Duty Payout Requirement submission (<b>required</b>)</li> </ul>

**Note: Provide a copy of the chapter timeline to the campus administrative team once the dates are set.**



**Houston ISD Career & Technical Education**  
**Commitment to Sponsor a Career & Technical Student Organization (CTSO)**

Sponsor First and Last Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Sponsor Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Campus Name: \_\_\_\_\_ Campus Phone Number: \_\_\_\_\_

Is this your first year as a CTSO Sponsor (check box): Yes \_\_\_ No \_\_\_ If no, list # of years as a CTSO sponsor:

\_\_\_\_\_

*If applicable, additional sponsors can be listed on page two.*

Charter Number: \_\_\_\_\_ Year CTSO was chartered: \_\_\_\_\_

Please check the box below for the CTSO you will oversee ([CTSO Information sheet](#)):

- |                               |                                |                                     |
|-------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> BPA  | <input type="checkbox"/> FBLA  | <input type="checkbox"/> Skills USA |
| <input type="checkbox"/> DECA | <input type="checkbox"/> FCCLA | <input type="checkbox"/> TAFE       |
| <input type="checkbox"/> FFA  | <input type="checkbox"/> HOSA  | <input type="checkbox"/> TSA        |

Have you submitted this year's student roster for payment? Yes \_\_\_ No \_\_\_

Has the invoice been paid? Yes \_\_\_ No \_\_\_

Has an activity account been set up for this CTSO to collect annual dues? Yes \_\_\_ No \_\_\_

If not, the expected date of setup is \_\_\_\_\_.

*By signing this form, I understand I must upload a digital portfolio through Canvas once a semester showcasing the CTSO activities. I also confirm that I am a CTE teacher who instructs one or more courses in the program of study affiliated with the CTSO mentioned above. List CTE class or classes: \_\_\_\_\_*

**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CTE Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This signed form is due to the CTE Department by September 15<sup>th</sup>. Please upload a scanned copy of the document to the Canvas module.

For Official Use Only	
Date Received by CTE Office: _____	Date Form Approved: _____



**Additional Co-Sponsor information is listed below:**

Co-Sponsor First and Last Name: _____
Co-Sponsor Phone Number: _____ Employee ID #: _____
Co-Sponsor Email Address: _____

Co-Sponsor First and Last Name: \_\_\_\_\_

Co-Sponsor Phone Number: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Co-Sponsor Email Address: \_\_\_\_\_

Co-Sponsor First and Last Name: _____
Co-Sponsor Phone Number: _____ Employee ID #: _____
Co-Sponsor Email Address: _____

Co-Sponsor First and Last Name: \_\_\_\_\_

Co-Sponsor Phone Number: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Co-Sponsor Email Address: \_\_\_\_\_

Co-Sponsor First and Last Name: _____
Co-Sponsor Phone Number: _____ Employee ID #: _____
Co-Sponsor Email Address: _____

# Sponsor Stipend Structure

CTSO Sponsor is eligible to receive a stipend if all sponsor expectations and chapter requirements are met and submitted in the CTSO Portfolio. Stipends are distributed based on the following qualifications for CTSO membership: Multiple chapters of the same organization on campus will be consolidated into one chapter to determine stipend eligibility.

Member Roster*	Sponsor Status	Stipend (half the amount in Fall/Spring)
5-14	1 Sponsor	\$400.00
15-25	1 Sponsor	\$800.00
26-50	+1 Co-Sponsor	\$1,600.00
51-75	+2 Co-Sponsors	\$1,600.00
76 - 100	+3 Co-Sponsors	\$1,600.00
101+	+4 Co-Sponsors (MAX)	\$1,600.00

\*Note:

- Member Roster – Membership is based on the state and/or national organization roster showing as paid.
- Active Members – At least 50% of chapter members must regularly attend chapter meetings and participate in community service and/or leadership conferences.
- If Active Members is less than 50%, the stipend is subject to a pro-rated amount.

	Due Date	Sponsor Deliverable
	September 1 <sup>st</sup>	<b>Sponsor Commitment form:</b> signed by each intended sponsor and campus administration and submitted to the CTE office.
<b>Fall Submission</b>	January 30, 2025	<p><b>Chapter Documentation:</b> A roster of active members from State or National organizations showing members as paid. The roster must also include student demographic data.</p> <p><b>Student Access</b>—We want to ensure the CTSO on each campus is inclusive and accessible to every student while providing networking opportunities for students to feel supported in a controlled environment. Please note on your roster students with an IEP, ESL, or homeless status.</p> <p><b>Meeting Agenda &amp; Minutes:</b> During each of the four (4) meetings per semester (the agenda, chapter sign-in sheet, and minutes should be submitted). Chapter meetings must be outside the regular school day; meetings can not take away instructional minutes.</p> <p><b>Community Service Project Documentation</b> (Minimum one activity per semester, Fall / Spring): Description of event purpose, organization to benefit, and service activity to be completed. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p><b>Leadership Conference Documentation</b> (Minimum one activity per school year, Fall / Spring): A copy of the receipt showing registration for the event and any fees paid if required. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p><b>Financial Documentation:</b> CTSO activity account statement showing all funds received and distributed during the semester.</p> <p><b>Fundraiser Documentation (Optional):</b> A description of the chapter fundraiser prepared by officers and a copy of the receipt of funds collected for deposit to the CTSO account.</p>
		<b>Extra Duty Forms</b> and all necessary documentation submitted by the due Date.

<p><b>Spring Submission</b></p>	<p><b>May 13, 2025</b></p>	<p><b>Chapter Documentation:</b> A roster of active members from State or National organizations showing members as paid. The roster must also include student demographic data.</p> <p><b>Meeting Agenda &amp; Minutes*</b> for each of the four (4) meetings per semester (agenda, chapter sign-in sheet, and minutes should be submitted)</p> <p><b>Community Service Project Documentation</b> (Minimum one activity per semester, Fall / Spring): Description of event purpose, organization to benefit, and service activity to be completed. A roster of attendees and an event recap prepared by the chapter officer(s) who attended. *Host a Career Awareness Month activity or event in February (flyer and photos will serve as documentation)</p> <p><b>Leadership Conference Documentation</b> (Minimum one activity per school year, Fall / Spring): A copy of the receipt showing registration for the event and any fees paid if required. A roster of attendees and an event recap prepared by the chapter officer(s) who attended.</p> <p><b>Financial Documentation:</b> CTSO activity account statement showing all funds received and distributed during the semester.</p> <p><b>Fundraiser Documentation (Optional):</b> A description of the chapter fundraiser prepared by officers and a copy of the receipt of funds collected for deposit to the CTSO account. *Participate in <i>When I Grow Up EXPO as a CTSO Fundraiser!</i></p> <p><b>Extra Duty Forms</b> and all necessary documentation submitted by the due Date.</p>
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## Career & Technical Student Organization (CTSO)

### Extra Duty Pay Reimbursement Form 2024-2025 | High School and Middle School

I have been an active club sponsor and wish to apply for compensation. To the best of my knowledge, I certify that the documentation below is accurate, and the completed documentation has been uploaded to Canvas for the Fall semester.

Campus: \_\_\_\_\_ CTSO Sponsored: \_\_\_\_\_

**Please include the following in your Chapter Bulb Portfolio. Only one Bulb per chapter must be submitted.**

**NOTE:** To receive compensation for sponsorship, documentation must be submitted on time to the CTE office.

**I have been an active club sponsor and wish to apply for compensation at:**

**Fall Level One| \$200.00.**

- A roster of 5-14 members with Chapter affiliation (A copy of the zeroed-out invoice or paid receipt will serve as documentation)
- Hold one meeting per month (sign-in sheets and agendas/minutes will serve as documentation)  
                                   \_\_\_September\_\_\_October\_\_\_November\_\_\_December
- One community service project successfully completed. (flyer and photos will serve as documentation)
- Attend one Houston ISD CTSO Advisor Professional Development a semester.
- Attend and compete at the CTSO's Leadership Conference in the Fall or spring (A copy of the paid receipt will serve as documentation)
- Chapter Financials (a copy of the activity account statement will serve as documentation)
  - \*\*Optional Chapter Fundraising (flyer and receipt of funds will serve as documentation).**

**Spring Level One| \$200.00.**

- A roster of 5-14 members with Chapter affiliation (A copy of the zeroed-out invoice or paid receipt will serve as documentation)
- Hold one meeting per month (sign-in sheets and agendas/minutes will serve as documentation)  
                                   \_\_\_January\_\_\_February\_\_\_March\_\_\_April
- One community service project successfully completed. (flyer and photos will serve as documentation)
- Attend one Houston ISD CTSO Advisor Professional Development a semester.
- Host an activity or event in February to promote CTE Month. (flyer and photos will serve as documentation).
- Attend and compete at the CTSO's Leadership Conference in the Fall or spring (A copy of the paid receipt will serve as documentation)
- Chapter Financials (a copy of the activity account statement will serve as documentation)
  - \*\*Optional-Chapter Fundraising When I Grow Up Expo or alternative District Approved event (flyer and receipt of funds will serve as documentation).**

**Level two|\$1,600|(divided over two semesters)**

The roster of 15-25 members and dues sent to the state/national affiliates and completed all the above checklist items.

**Level three|\$1,600|+1 Co-Sponsor (divided over two semesters)**

The roster of 26-50 members and dues sent to the state/national affiliates and completed all the above checklist items.

**Level four|\$1,600|+2 Co-Sponsor (divided over two semesters)**

The roster of 51-75 members and dues were sent to the state/national affiliates and completed all the above checklist items.

**Level five|\$1,600 |+3 Co-Sponsor (divided over two semesters)**

The roster of 76-100 members and dues were sent to the state/national affiliates and completed all the above checklist items.

**Level six|\$1,600|+4 Co-Sponsors MAX(divided over two semesters)**

The roster of 100+ members and dues are sent to the state/national affiliates, and complete all the above checklist items.

Employee ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

CTE Administrator Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Campus Principal Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

**IMPORTANT REMINDER:**

A CTSO Portfolio and THIS Form must be submitted in the Fall semester if you sponsor a CTSO for the entire school year. CTSO stipends listed on the chart on page three will be split into two separate payments: half in the Fall and half in the Spring. We allocate funds for pay based on the Fall reimbursement submissions. Thus, the budget will not have sufficient funds to cover your Spring or full-year reimbursement if we do not receive your reimbursement form by the Fall due date. **Submit the Form by the deadline.**

**FALL DEADLINE: January 30, 2025**

**SPRING DEADLINE: May 13, 2025**



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# Guidelines for Safer Travel

## **Be prepared in case of an emergency.**

District, state and national conferences are intended to provide fun and exciting opportunities for students and advisors. While rare, there are emergency situations that do occur at these conferences. Please be extremely familiar with this information and be prepared for an emergency. Your students and others will look to you for leadership in an emergency. Do not get caught unprepared.

As a student organization advisor, your responsibility will be to make sure students are prepared, remain calm, and follow the directions of the hotel staff. Your priority will be the safety of ALL students attending the conference.

## **Before Leaving for the Conference**

1. Understand all local policies for emergency procedures. Know when to contact your principal, parents, and the district CTE Director.
2. Provide all parents and school officials with emergency contact information:
  - a. Hotel address and phone number
  - b. State Advisors Name
  - c. Name of each advisor, and chaperone along with their cell phones and hotel room numbers if known in advance.
  - d. Conference agenda with departure and arrival times noted
  - e. A contact list containing names, home phone numbers, and parents/guardians of each student attending the conference. *Suggest creating a travel binder to house all this information.*
3. Discuss with students what emergency items to pack for the trip, such as bandages, flashlights, emergency contact information, etc.
4. Prepare a folder/envelope for you to keep containing all medical release information and emergency contact for parents: cell, work and relatives. Parents should provide authorization for medical treatment forms. Parental permission should also be obtained for their child to use the pool and/or exercise equipment.
5. Discourage parents, relatives, and friends from visiting. Visitors must be cleared with the ISD prior to the trip. If a student has an early travel release form, proper identification is required from the adult obtaining the student.
6. Talk with students and parents about the money needed during the conference. Make sure they understand how to budget their money for the entire trip.

## **Upon Arrival at the Conference - Tour the interior of the building.**

1. Sleeping Rooms
  - a. All students and advisors should know the location of all sleeping rooms for chapter members. Let students know where everyone is located.
  - b. Point out the location of the emergency evacuation plan on the back of the sleeping room door.
  - c. Investigate emergency exits closest to the students' sleeping room. Students should be able to identify at least two emergency exit routes should the primary exit route be inaccessible.
  - d. Discuss the importance of identifying visitors before opening the door. If a hotel staff or security person knocks on the student's door, the student should contact the advisor, or the student should call the hotel desk to identify the reason for the visit before allowing anyone to enter the room. No one should be allowed in the room except for the occupants or advisors. Pizza or food delivery transactions can occur in the lobby or in the presence of the advisor.
  - e. Point out the door viewer, chain locks, and deadbolt locks.
  - f. Point out the sprinkler system in the room.
  - g. Check out the windows to see if they open. If they do, instruct students to use extreme caution when windows are open.
  - h. Do a practice fire drill from the student's sleeping rooms. Actually, walk down the exit stairs. Help students understand the signs on the exterior of the exit doors to plan any escape. Hotels may have several

levels beyond the ground floor, so students need to be familiar with the appropriate door opening to the outside.

- i. Students should not leave valuables in the room in plain view.
  - j. Ask students to always take along at least one other person if they leave their room for small chores such as trips to the ice machine or vending area.
2. Event and Activity Rooms
    - a. Review the conference program and visit each conference room. Make sure students know where they should be at all times. Let them know your schedule, so they may find you at any time during the day and evening.
    - b. Tour the hallways and meeting rooms. Discuss escape routes for each area the students will be occupying during their stay.
  3. Hotel (General)
    - a. Point out the location of fire extinguishers and sprinklers.
    - b. Help students to recognize the uniforms of hotel personnel including security staff.
    - c. Locate and travel on the elevators. Locate the emergency phone and/or alarm button within the elevator. Discuss with students the importance of being calm when an elevator is stalled. Discuss appropriate elevator behavior (not pushing all the floor buttons, sounding the alarm in a non-emergency situation, pressing the stop button, forcing the doors to open, etc.).

#### **Tour the exterior of the building**

- Talk about safety on hotel balconies.
- Review vehicle traffic situations. If students will be outside, discuss the best routes to avoid high-traffic areas.
- Choose a “Special” meeting place outside the building should an evacuation be called by the hotel. This location should not be near any major entrances, exits, or roads because emergency vehicles entering or exiting the hotel will need complete access.

#### **During the Conference**

- Plan a fun activity together each day, such as visiting exhibits together.
- Students should report any lost or stolen items to the advisor immediately.
- Request students report any suspicious circumstances or people to you and then contact hotel security.
- Always travel in groups of two or three. Adopt the “buddy” system.
- Never wear a conference name badge outside the conference facilities. Criminals identify strangers to the area and target conference participants who are unfamiliar with their surroundings.
- Always wear a conference name badge during conference activities. Conference planners use name badges to identify participants. Without an official name badge, you will not be allowed into conference activities.
- Encourage students to be cautious with their money. They should not talk about the amount of money they bring with them or the amount they are carrying with them. Carry purses close to the body and wallets in the front pocket.
- Prepare students to be good tourists. Before leaving the hotel, familiarize them with the directions. Never look like a tourist. Introduce students to the Concierge or identify a safe place to ask for directions.
- Discuss an appropriate dress code for conference and leisure activities. Students should avoid dressing provocatively.
- Ask students not to visit the room of someone who is not a member of your group.
- Students should be quiet and mannerly while in the hotel. Discuss with students the good reputation of the student organization and encourage them to respect hotel staff and other guests. Particularly discuss the noise level late at night as most hotels have quiet hours. Students should not loiter in the hallway or block their doors open with the chain or lock.

### **Airport Safety**

- Most airports request passengers to arrive at least two hours prior to plane departure due to the strict security procedures. If there is a large amount of luggage or a large delegation traveling together, allow more than two hours.
- Make sure students do not carry knives, nail clippers, files, scissors, spray containers, or anything that may be construed as a weapon or a danger on the plane. Follow this rule: “If in doubt, leave it at home.” Students carrying these items may be removed from the group for a more detailed security check, and your group may become separated.
- Make sure check-in baggage is properly labeled with name, address, and phone number.
- Emphasize appropriate and mature behavior. Discuss with students what is appropriate conversation. Warn students that joking, acting in a threatening manner, and horseplay will be taken very seriously and dealt with sternly by airport police/security. Remember that some students have never flown before.
- Students should carry their ID in a safe, secure place, as it will be asked for several times during security checks. Students over the age of 18 will need a government-issued ID if they do not have a driver’s license. This may take a little time to obtain, so students should take care of this weeks in advance of the trip.
- Airports are notorious for attracting panhandlers, pickpockets, and scam artists. Warn your students to stay with the group and avoid interacting with strangers in and around the airport.
- Advise students to always have control of their own luggage. Warn them not to agree to carry something for a stranger.
- Arrive early enough to give your students a lesson on reading and understanding signs and schedule prompters in the airport.
- Check with the airlines for any special instructions. Also, check out the website for the Transportation Security Administration for any new airport rules and regulations at [www.tsa.gov/public](http://www.tsa.gov/public).

### **Bomb or Terrorist Threats**

- The security and hotel staff are trained to handle emergency situations. Please instruct students to listen carefully when any hotel staff is giving directions during an emergency situation.

### **Crisis Management**

- If a student has committed a violation of any policy/law and must be disciplined and/or sent home, an advisor must stay with that student at all times. Students may feel very desperate and should not be left alone or with another student. The local advisor should notify the state advisor if any violation of policy/law occurs and their campus administration.
- During competitive events, students place undue pressure upon themselves to do well. At the end of the awards, some students may feel they have let their parents down. Be aware of students’ actions and reactions after a competitive loss. Reassure all students you are proud of their work.

### **Fire**

- Students should have practiced an evacuation for a fire emergency and should know where to meet their advisors. (See ‘Upon Arrival’ section.)
- If, for some reason, students cannot get out of their room, they should immediately call 911 for assistance, wet a towel and place it at the bottom of the door, and hang a towel from the window. Give the hotel name, room number, and number of people in the room.
- The hotel staff will immediately close elevators. The elevators should not be used in a fire emergency.
- Hotel staff will assist with evacuation
- Make sure the hotel is aware of any handicapped students who may need special assistance during an evacuation.

### **Medical Emergency**

- Medical emergencies need an immediate response and attention. Develop a plan for a student's illness.
- If a student or advisor needs medical attention, inform security staff. Hotel and security staff may be able to render first aid in situations in which they are certified.

### **Power Outages**

- Hotels are equipped with emergency lighting systems.
- Tell students to remain in their sleeping rooms during a power outage or gather everyone in a few pre-assigned rooms. Students may become injured if they begin wandering the hallways.

### **Robbery**

- Students should not argue with, fight, or attempt to follow a robber. They should report any robbery immediately to the advisor, who will contact the hotel staff. Their security staff will take the appropriate action.

### **Stalled Elevators**

- Instruct students to remain calm during this situation. They should not randomly start pushing buttons. If they have been given the previously mentioned orientation, students should be able to find the alarm button or call box in the elevator. They should be able to calmly answer such questions as: How many are in the elevator? Is anyone hurt or ill? What was the last floor passed?
- If the lights go out while the elevator is stalled, remain calm and help others.

### **Tornado and Hurricane Warnings**

- Be aware in advance of the safe areas in the hotel during tornados and severe weather. In general, safe areas are away from top floors, away from windows, and out from underneath wide- span rooms as those found in big meeting rooms.
- Make sure the students follow the guidance of hotel and conference staff to ensure their safety.

### **Consequences for Safety, Behavior, and Misconduct Violations**

Students should be aware of the consequences for falsely reporting an emergency. They should understand that emergency personnel should not be called unless there is an actual emergency. Tampering with fire alarms, activating sprinklers, or making bomb threats will result in the student receiving disciplinary action following the local school policy, CTSO guidelines, and established policies of the student organization.

Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of safety codes of conduct or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter advisor will contact the parents/guardian and the school principal.

The State Director of the organization has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone will contact the parent/guardian and the school principal.

**Thank you.**