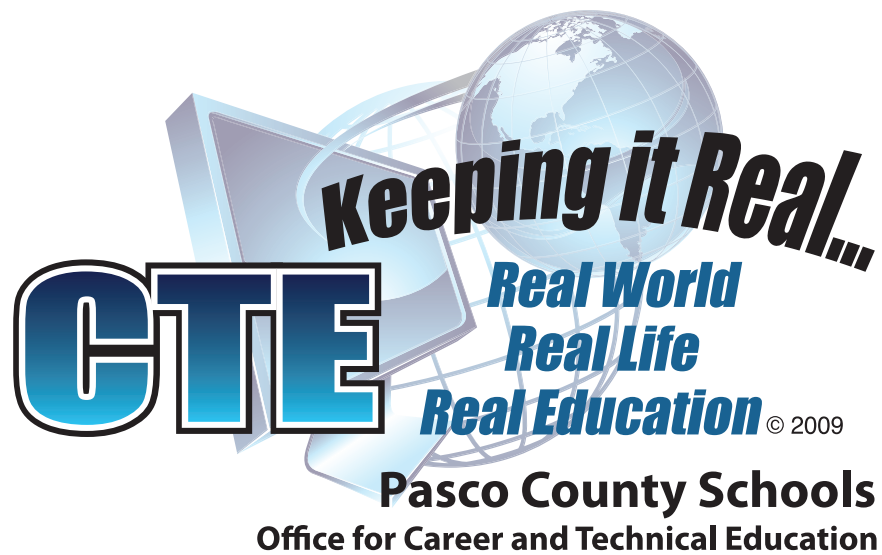


CTSO

Career and Technical Student Organization



Handbook

Career and Technical Student Organization (CTSO)

Career and Technical Student Organizations (CTSO) are regarded as an integral part of Career and Technical Education. CTOSs play an important part in preparing young people to become productive citizens and to assume roles of leadership in their communities. These organizations provide a unique program of career and leadership development, motivation, and recognition for secondary students in Career and Technical Education programs.

Pasco County Schools Office for Career and Technical Education recognize the following CTOSs		
CTSO	Middle School	High School
FBLA – Future Business Leaders of America	✓	✓
FCCLA - Family, Career and Community Leaders of America		✓
FFA -The National FFA Organization *	✓	✓
HOSA – Future Health Professionals	✓	✓
SkillsUSA		✓
TSA - Technology Student Association	✓	
Vex Robotics	✓	✓
First Robotics--FLL-First Lego League/First Robotics	✓	✓
Florida Public Service Association		✓

** It is an expectation that all Pasco CTE Agriculture Teachers advise a local FFA Chapter. These supplements are also part of the Instructional Master Contract defined as Vocational Agriculture Teacher Supplement.*

Goals of CTOSs

CTOSs and career and technical education provide opportunities for student success in various career pathways. CTOSs provide co-curricular activities that strengthen and reinforce the overall CTE educational experience.

CTSO and CTE education should include curricula to:

- keep students involved and motivated
- develop strong leadership skills
- educate students in government leadership
- encourage students to achieve high academic skills
- enhance student self-esteem and self confidence
- develop work based skills and employment ethics
- assist students in developing high occupational standards
- teach students about business partnerships and networking
- incorporate school-based learning with work-based learning
- educate and develop student skills to become a productive citizen

CTSO Benefits and Responsibilities

The CTSO advisor makes a positive difference in students' lives by developing their potential for citizenship, leadership, teamwork, personal growth, and career success. The experience should provide opportunities at the local, district, region, state and national levels.

Student's benefit from CTSO experiences that do the following:

- Make school-to-career connections for students;
- Develop students' career and leadership skills;
- Prepare students to be responsible citizens; and
- Earn students recognition and build their self-confidence.

The advisor may provide these benefits to students by doing the following:

- Supervising CTSO activities year-round and aligning those activities with curriculum;
- Facilitating, encouraging, and promoting the CTSO at all levels;
- Working with local and state staff to coordinate CTSO activities;
- Recruiting prospective students and informing their parents about the CTSO;
- Instructing students in leadership and personal development;
- Encouraging involvement of all chapter members in activities;
- Preparing students for involvement in competitive events and awards programs;
- Encouraging students to be team players;
- Integrating experiential and classroom learning with recognition opportunities;
- Motivating and encouraging students to take responsibility for their own learning;
- Building good community relations and recognition for their school

CTSO Requirements

The following are the activities to be incorporated in each CTSO:

- Recruiting and enrolling members
- Selecting officers and conducting meetings
- Leadership development, team-building, and community service activities
- Fund-raising and fiscal management of student activity account
- Public relations and marketing the chapter
- Recognition programs
- Competitions and leadership development activities through the local, district, region, state, national sponsored CTSO organizations
- Attending district, state and national conferences and meetings

Competition Categories, Eligibility, and Funding

District/Area/Regionals

These are described as contests that have an elimination process and have a next level of advancement.

Participation/Eligibility: Each CTSO Advisor will make this first level competition available to their students through their designated CTSO.

Funding:

- **Students:**
 - ***Student Registration:*** Fundraise, Schools CTSO internal account, student responsibility
 - ***Hotel:*** Fundraise, Schools CTSO internal account, Student/Family
 - ***Student Meals:*** Fundraise, Schools CTSO internal account, student responsibility
- **Advisor(s):**
 - Please contact the office of Career and Technical Education for budget availability.
- **Transportation:**
 - Please contact the office of Career and Technical Education for budget availability.

State Competitions

These are described as contests where students have had the option to compete at the district/area/regional 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 his or her CTSO competition.

Funding:

- **Students:**
 - ***Student Registration:*** Fundraise, Schools CTSO internal account, Student responsibility
 - ***Hotel:*** Fundraise, Schools CTSO internal account, Student/Family
 - ***Student Meals:*** Fundraise, Schools CTSO internal account, Student responsibility
- **Advisor(s):**
 - ***Advisor Registration:*** Paid by CTE Department. The number of advisors attending will be based upon student numbers, special needs, and a “case by case” basis.
 - ***Advisor Hotel:*** Paid by CTE Department
 - ***Advisor Meals:*** Paid by CTE Department
- **Advisor Supplement:** \$290 supplement paid upon receipt of necessary documentation
- **Transportation:**
Paid by CTE/CTSO Travel Account (*Please contact the Office for Career and Technical Education to determine the most cost effective mode of transportation.*)

All funds for the above expenses are transferred to the school CTSO accounts from the CTE Department’s CTSO account.

National Competitions

These are described as contests where students have had the option to compete at the district/area/regional 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 his or her CTSO competition.

Funding:

- **Students:** *(see funding table below)*
 - **Student Registration:** CTE National Competition Budget, Fundraise, Schools CTSO internal account, Student responsibility,
 - **Hotel:** CTE National Competition Budget. Fundraise, Schools CTSO internal account, Student/Family
 - **Travel/Transportation:** CTE National Competition Budget, Fundraise, Schools CTSO internal account, Student/Family *(Advisors must elect the most cost effective mode of transportation.)*
 - **Student Meals:** CTE National Competition Budget (\$25 per day per student) Fundraise, Schools CTSO internal account, Student responsibility

Funding for Students Based on State Competition Qualifying Placement

National Qualifying Place			
1st	2nd	3rd	4th
85%	70%	55%	40%

The CTE District National Competition Budget will cover the above percentages of students expenses based upon their qualifying place at State competition. This percentages covers registration, hotel accommodations and travel expenses.

- **Advisor(s):**
 - **Advisor Registration:** Paid by CTE Department. The number of advisors attending will be based upon student numbers, special needs, and a “case by case” basis.
 - **Advisor Hotel:** Paid by CTE Department
 - **Advisor Meals:** Paid by CTE Department
- **Advisor Supplement:** \$290 supplement paid upon receipt of necessary documentation
- **Transportation/Travel Costs:**
Please contact the Office for Career and Technical Education to determine the most cost effective mode of transportation.

All funds will be transferred to the Advisor’s school/cost center to cover the above costs for travel. The school/cost school will make all travel arrangements and payments for travel.



CTSO Supplement Request Form

Please complete the following form and scan along with supporting documentation and email to your CTE Program Coordinator.

Name:	School:
CTSO:	# of Students in CTSO:
<p>Please indicate supplement you are requesting:</p> <p> <input type="checkbox"/> CTSO Advisor supplement <input type="checkbox"/> CTSO Advisor State Competition supplement <input type="checkbox"/> CTSO Advisor National Competition supplement </p>	
<p>Please attach the following supporting documentation to this supplement request form:</p> <p>CTSO Advisor Supplement</p> <p> <input type="checkbox"/> CTSO Roster of registered students <input type="checkbox"/> Calendar of events for the school year (To include Meetings, events, competitions, contests, etc) </p> <p>CTSO State Competition supplement</p> <p> <input type="checkbox"/> CTSO State Student Registration <input type="checkbox"/> Agenda from event </p> <p>CTSO National Competition supplement</p> <p> <input type="checkbox"/> CTSO National Student Registration <input type="checkbox"/> Agenda from event </p>	
<p><i>I acknowledge that the CTSO supplement is paid as compensation for duties that are performed outside the normal school day.</i></p>	
Advisor Signature:	Date:
Principal Signature:	Date: