



New Jersey Department of Education

# **Career & Technical Student Organizations**

## **Policies & Procedures Manual**

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# CTE Program Guide

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## I. INTRODUCTION

Career and technical student organizations (CTSOs) are an integral part of career and technical education instructional programs. These organizations provide students with the opportunity to enhance their career, employability and leadership skills through a variety of activities, such as conferences, award programs and competitive events. Events and activities are conducted at the local, state and national levels. CTSO programs and competitive events must reflect current standards and competencies for the education programs that they support. Students are encouraged to be members of the career technical student organization for the CTE program in which they are currently enrolled. Teachers infuse the organization's activities into the instructional programs, thereby enabling students to see and immerse themselves in the real-world connections to their academic studies.

There are seven CTSOs recognized by the NJDOE as intra-curricular in nature and in practice. Each organization plays a significant role in providing opportunities for students to learn and practice leadership development, academic and technical skills and community involvement. The organizations serve to motivate students toward greater accomplishment and provide a system to reward excellence in student and teacher performance. The programs are also designed to provide professional development activities for teachers.

The seven CTSOs are:

- DECA-DEX for students studying marketing, management and entrepreneurship in business, finance, hospitality and marketing sales and service ([www.deca.org](http://www.deca.org));
- Family, Career, and Community Leaders of America (FCCLA) for family and consumer sciences students ([www.fcclainc.org/](http://www.fcclainc.org/));
- FFA for students preparing for careers in agriculture ([www.ffa.org](http://www.ffa.org));
- Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) for students preparing for careers in business ([www.fbla-pbl.org](http://www.fbla-pbl.org));
- HOSA for careers in health science ([www.hosa.org](http://www.hosa.org));
- SkillsUSA for students preparing for careers in trade, technical and skilled service occupations ([www.skillsusa.org](http://www.skillsusa.org));
- Technology Student Association (TSA) for students preparing for careers in science, technology, engineering and mathematics ([www.tsaweb.org](http://www.tsaweb.org)).

### **Divestiture**

Since July 1, 1995, the New Jersey Department of Education has coordinated the operation of career and technical student organizations through the administration of a discretionary grant program. Each funded agency is responsible for accomplishing a set of prescribed goals and objectives to ensure statewide leadership and administration of the career and technical student organization for which they were awarded funds.

## Responsibility to Ensure

The New Jersey Department of Education is responsible for ensuring that the contracted organizations are operating according to the terms and conditions of the contracts, as well as the constitutions, bylaws, rules and regulations of the CTSOs. The activity programs of New Jersey's CTSOs must maintain high educational value for the student members. The Carl D. Perkins Career and Technical Education Act of 2006 defines CTSOs as "organizations for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program." The act further states that "a career and technical student organization may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level." The New Jersey Department of Education will closely monitor grantees for adherence to the contractual terms of their agreements that will also include their respective constitutions, bylaws, rules and regulations.

## Purpose of Manual

The purpose of this manual is to provide information regarding the policies and procedures, both fiscal and programmatic, required for daily operation of the state and local level activities and events of New Jersey's CTSOs. There is variation by organization since each was developed independently with separate parent organizations, constitutions, bylaws, rules, regulations, traditions, occupational program competencies and levels of activity. This manual provides guidelines and recommended practices, as well as specific information on procedures that grantees **must** follow to ensure fiscal accountability and the educational integrity of the program.

## CTSO Principles

1. Leadership development is foremost among the goals for career and technical student organizations.
2. CTSOs strengthen academic as well as career and technical skills of students by providing contextual learning experiences as part of classroom lessons.
3. CTSOs are educational laboratories in which students learn how to develop their leadership skills and professional potential by setting and accomplishing goals and tackling projects that promote problem-solving skills.
4. CTSOs build on students' interests and help motivate the student to strive toward educational excellence.
5. Leadership and career development of students is achieved by their participation in community projects and through networking with business and industry.
6. CTSOs are student organizations governed by and for students.

## Integral to Curriculum

Students realize the benefits of career and technical student organizations because the CTE teacher infuses the organization's activities into the instructional program. CTSOs are valuable tools for implementing New Jersey's Student Learning Standards. CTSOs are co-curricular. They are **not** extracurricular. CTSOs provide a structure that promotes hands-on contextual learning of classroom

curriculum and helps students see the real world value of their academic studies. CTSOs also provide professional development opportunities for teachers and advisors as part of their annual activities. This training must focus on enhancing materials or instruction in a school's career and technical education program.

## II. FINANCIAL PROCEDURES

### Accounts

1. Student organization funds are funds generated from state dues, conference registrations, fundraising activities and donations of monies for a specific organizational purpose (e.g., scholarships, awards or supplies).
2. The grant recipient (lead agency) must establish two accounts for CTSO activities; one for grant funds and another for student organization funds. These accounts must be separate from the lead agency's other funds and accounts, and can never be comingled for any reason.
3. All student organization funds must have an identified account series/chart of accounts which follows the organization's revenue and expenditure purpose. They must be within the grant recipient's accounting and funds system. **THE CTSO CANNOT HAVE ITS OWN CHECKBOOK OR CHECKING ACCOUNT!**
4. Any interest earned from the student organization funds must be reported quarterly and remain in the student organization's account.
5. Detailed monthly financial reports of student organization funds, including both revenue and expenses (as well as supporting evidence of transactions, e.g., receipts, requisitions, purchase orders, cancelled checks, bank transfers, etc.), must be prepared for the student governing body meetings. The minutes of the organization's meetings must be clear and comprehensive. They must also reflect the student officers' approval of the annual budget and monthly expenditures. Monthly financial statements detailing income and expenditures for the student organization account must be maintained. Minutes of all state officers' executive committee meetings should also be included with the interim and final grant reports.
6. Any dues-paying member or local chapter advisor may review the student organization accounts with 10 working days' written notice.
7. The organizations must be nonprofit in their financial objective and operate according to 501(c)(3) tax-exempt status.
8. CTSOs that expend less than \$500,000 in federal or state financial assistance within their fiscal year, but expend \$100,000 or more in state and/or federal financial assistance within their fiscal year, are required to have either a financial statement audit performed in accordance with *Government Auditing Standards (Yellow Book)*, or a program-specific audit performed in accordance with the *Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid* OMB Circular No. 15-o8-OMB. A copy of the annual independent audit report for CTSO grant funds shall be furnished to the director of the Office of Career Readiness.
9. An independent audit is required annually for CTSO student accounts. The state advisor must keep appropriate records and make the records available for audit by independent private auditors at the conclusion of each fiscal year. A copy of the annual independent audit report for the CTSO student account shall be furnished to the director of Office of Career Readiness within 30 days, and also included in the grant final report.

## Annual Budget, Dues and Fees

1. The state advisor must propose and submit an annual detailed budget of income and expenditures for the student organization funds for approval to the organization's student governing body. The state advisor must send a copy of the approved budget to the Office of Career Readiness within one month of the start of the fiscal year. The Office of Career Readiness reserves the right to review this budget and question any proposed expenditures.
2. CTSO state dues and fees must be recommended by the CTSO state advisor and must be established by the organization's student governing body and should be appropriate to generate sufficient income for the organization's budgeted expenditures.

## Allowable Use of Career and Technical Student Organization Funds

Student organization funds must be used solely for the benefit of student members. Use of student organization funds for activities that do not include the direct participation of student members must be pre-approved by the director of the Office of Career Readiness. Use of student organization funds must be pre-approved by the student governing body and reflected in the minutes of the student governance meetings. The following items illustrate the appropriate uses for student organization funds and the appropriate uses for grant funds:

### **Student organization funds may be used for the following activities:**

- Guest speakers for conferences;
- Organization awards and scholarships;
- Stipends or travel reimbursement not to exceed state or federal per diem rates for student members to attend regional, national, or international (with approved international travel petition) organization conferences;
- Office supplies related to the operation of student conferences;
- State officers' training expenditures;
- State officers' expenses to complete official duties;
- Equipment that is used **solely** by the organization for the benefit of students and that remains the property of the organization;
- Meals and lodging for student members and accompanying advisor at regional, national or international conferences;
- Registration fees for regional, national, or international conferences;
- State officers' official uniforms;
- Student members' telephone, printing and postage expenses related to the organization; and
- Consultants and administrative clerical support to facilitate the operation of conferences.



## Allowable Use of Grant Funds

### Grant funds may be used for the following activities:

- Salary for project staff;
- Fringe benefits (grant-funded staff only);
- Travel for grant-funded staff to regional, state and national career and technical student organization conferences. (It is recommended that the applicant verify the location and dates of national events with its national office to ensure proper planning of resources). International travel with grant funds is not an allowable cost.
- Travel for grant-funded staff in state as outlined in the Notice of Grant Opportunity (NGO);
- Supplies for the operation of the student organization office;
- Equipment (e.g., computers, printers, office equipment) for use by the student organization only;
- Telephone costs;
- Printing costs;
- Postage;
- Consultant services for assistance with conducting events, professional development activities, technical assistance to local advisors, test creation, registration and tabulation tasks; and
- Professional development activities to strengthen career and technical student organization activities and instructional programs.
- The NJDOE may determine that certain proposed costs, though not specifically identified as ineligible, are not reasonable or appropriate under this grant program and, therefore, are not allowable.

## Consultants

A consultant or guest speaker may be hired to perform specific tasks. No single consultant or additional staff person will be paid more than \$2,500.00 from career technical student organization funds per calendar year. The director of the Office of Career Readiness may grant exceptions after reviewing the written request and justification submitted by the state advisor.

Appropriate tasks for which consultants may be hired include:

1. Write tests or materials for competitive events, or instructional or leadership materials.
2. Conduct and evaluate competitive events.
3. Perform data entry and tabulation for conferences, competitive events, and membership.

## Exceptions

The director of the Office of Career Readiness must approve other uses of the organization's funds before expenditures are made. These requests must be made in writing to the Office of Career Readiness.

Regarding international student travel, the following documentation must accompany the international travel petition:

1. Event name and dates of event.
2. List of students to attend and schools they attend.
3. List of chaperone/s to attend. (Note: The CTSO state advisor **does not chaperone** any student member at any state or out-of-state/country conferences.)
4. Estimated cost of travel. (Shared lodging arrangements are recommended and must be listed on the request).
5. Copy of travel itinerary, event agenda, and subsequent schedule of events.
6. Account number and funding source (i.e., of student account).

Participation in a conference, meeting or training event that is presented on a cruise ship is prohibited. Travel on a cruise ship as transportation to an event is prohibited.

### **Fundraising Activities**

Fundraising projects to support student activities usually take place at the local chapter level. Also, community service projects, which may involve fundraising activities for other organizations and/or charities, are often a part of a local/state program of work. Student dues money must not be used for charitable contributions.

### III. ORGANIZATION STRUCTURE AND GOVERNANCE

#### State Advisor's Role

Student governance is a guiding principle upon which the career and technical student organizations function. Adequate professional service and leadership are also essential to maintain the organization's educational and leadership purpose.

The state advisor's responsibilities include the following:

1. Serving as liaison between the national association and the state chapter;
2. Participating in meetings and activities with representatives from the NJDOE, as requested, to facilitate statewide planning and initiatives for CTSOs;
3. Selecting facilities used for conference events that are barrier-free for students with disabilities;
4. Arranging services for students with disabilities that are appropriate to the identified needs in their individual educational program (IEP);
5. Preparing and submitting state chapter reports to the national office including reports on finances, membership, projects and activities;
6. Coordinating the activities of the state executive council (state officers and their advisors), including providing assistance to state officers during meetings and operation of the state conferences;
7. Establishing a coordinated public relations program to increase public awareness and understanding of the career and technical student organization;
8. Developing support for student activities through the active involvement with business and industry in the organization's activities and events;
9. Establishing an advisory committee that meets regularly, with appropriate representation from business and industry, to give input into the activities of the organization;
10. Build leadership capacity within the ranks of the CTSO, including the advisory committee, as well as with local advisors to position the CTSO to sustain its long-term viability and effectiveness. This can be accomplished by:
  - a. Embracing a collective leadership philosophy.
  - b. Valuing diversity and difference.
  - c. Recognizing leadership potential and nurturing it.
  - d. Creating a coaching environment for continuous growth.
    1. Use training and mentoring to prepare teachers/advisors for leadership roles.
  - e. Delegating increasingly important tasks.
  - f. Set up a timetable for new leadership.
11. Maintaining close communication with the state executive council and advisory committee;
12. Maintaining open lines of communication with all local advisors;
13. Serving as a resource person for local chapter advisors;
14. Ensuring that any information regarding activities and events is published on the CTSO's website and updated regularly;
15. Maintaining state and national membership records; and
16. Requesting prior written approval from the director of the Office of Career Readiness for out-of-state (regional or national) conference attendance for self and any other staff.

Please note: The state advisor **does not chaperone** any student member at any state or out-of-state/country conferences.

## State Officers' Roles

Managing a state chapter of a career and technical student organization is the responsibility of the state officers and the state advisor. The state student officers alone hold voting rights. Debate on issues is limited to those with voting power unless the chair seeks additional information from an outside source.

The success of a state chapter depends on the strength of its state officers. Therefore, the selection of state officers should be structured to best meet state chapter needs. A qualified student member must have a strong desire to be a state officer.

The title of the state officer positions may vary by CTSO. All officers must work for the growth and educational development of the association. A sample of officer titles and tasks are as follows:

- *President* - Presides at all meetings including executive council meetings; makes necessary committee appointments including the designation of committee members' appointments and of committee chairs; develops a program of work for the term of office.
- *Vice President(s)* - Accept(s) the responsibilities of the president as needed.
- *Secretary* - Records the proceedings of all business and state executive council meetings, keeps the minutes and/or proceedings of all meetings and conferences.
- *Treasurer* - Develops and presents financial and membership records as necessary.
- *Historian* - Maintains records of the chapter, including an annual report of its activities, awards and publicity.
- *Reporter* - Works closely with the president and state advisor to encourage maximum publicity by all chapters, prepares news releases concerning the state chapter and its events, and informs the national career and technical student organization of state chapter activities.
- *Parliamentarian* - Advises the president or presiding officer on points of parliamentary procedure.

## Advisory Committee's Role

Every CTSO must have a state advisory committee. It is recommended that this advisory committee include business members, community leaders and educators in state chapter activities. Each organization should strive to have an advisory committee with 50 percent membership from business and industry.

A state advisory committee can serve as the organization's liaison to the community as well as to business and industry. Committee members are invaluable in helping to plan, organize and/or implement civic projects, speaking engagements, community-wide sales, publicity campaigns, field trips, competitive events, local media coverage, and scholarship programs. The state advisory committee must convene at least two meetings during the school year.

## Grant Recipient's Role

The grant recipient is responsible for the following:

1. Administer the statewide program for the CTSO;
2. Conduct the CTSO's annual program of work and calendar of events according to the organization's New Jersey and national constitutions, bylaws, rules and regulations;
3. Make available on the CTSO's website the policies and procedures governing all student competitions in a manner that is clear and easily accessible to the public;
4. Manage grant and organization funds collected from student members, chapters and others according to General Accepted Accounting Principles (GAAP);
5. Manage grant funds in an appropriate manner, and for the educational benefit of the student populations to be served, including special populations;
6. Maximize opportunities for students through ensuring economical and reasonable student fees;
7. Administer student leadership development and advisor professional development; and
8. Provide sufficient and suitable workspace and communications access.

## Local Advisor's Role

The local advisor should be a CTE teacher. The CTSO activities should be infused into the classroom instructional program. The CTE teacher has a profound influence on chapter development, as well as gaining the support of school administration and the community for the CTSO and its activities. The advisor should meet periodically with other teachers in the CTE program area to share information and resources and gain their support for the CTSO chapter. Advisors should share state and national materials with student members, stimulate student participation in the planning process and involve as many student members as possible.

The local advisor's responsibilities include the following:

1. Directing, chaperoning and coordinating the supervision of student members at CTSO activities conducted during, before or after the regular school day;
2. Knowing the history, principles, bylaws, ceremonies, typical activities, procedures and other essentials for the active operation of a local chapter;
3. Organizing the selection process for chapter officers;
4. Providing for the training of chapter officers so that they can fulfill the responsibilities of their offices;
5. Establishing rules that are consistent with school policies and the state and national organization's bylaws;
6. Conducting regular chapter meetings and ensuring that they are conducted in a businesslike manner using parliamentary procedure;
7. Assisting the student members in developing an annual program of work, which includes a budget, calendar and committee assignments;
8. Encouraging civic responsibility through professional conferences, chapter activities, school improvement projects, and support of community activities;
9. Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.;

10. Planning, collecting, and arranging materials to promote the chapter and its events;
11. Ensuring that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements;
12. Recruiting and coordinating the preparation of student members for participation in local, state and national activities and competitive events;
13. Knowing the guidelines for regional, state and national competitive events and coordinating participation at all levels;
14. Overseeing financial development projects - collecting, counting, depositing, monitoring and distributing ordered or produced merchandise; and
15. Supervising the receipt, recording, depositing and expenditure of chapter funds.

## Local Officers' Roles

Managing a local chapter of a career and technical student organization is the responsibility of the local officers and the local advisor(s). Positions and duties of local officers are similar to those listed in Section B, the state officers' duties.

Well-qualified and dependable officers are crucial to the growth of any local chapter. The local chapter officers' responsibilities include:

1. Providing an environment where all members will grow professionally;
2. Developing a local program of work and including all members in its achievement;
3. Knowing and conducting chapter business in proper parliamentary order;
4. Maintaining complete, current records and minutes;
5. Developing and carrying out a strong publicity program;
6. Knowing the chapter's constitution, bylaws and annual program of work;
7. Knowing their roles in all ceremonies;
8. Knowing parliamentary procedure and meeting conduct;
9. Expressing ideas and being willing to listen and understand the need for democratic procedures;
10. Respecting the rights, ability and dignity of every member;
11. Inspiring confidence and conveying enthusiasm; and
12. Keeping advisors(s) informed on the status of chapter undertakings.

## Organization Constitution and Bylaws

Each CTSO must operate according to its national and state constitution and bylaws. The state advisor and the state officers are responsible for ensuring compliance with these documents.

The national constitution and bylaws are available from the national CTSO contacts listed in Appendix A. Each CTSO's state constitution and bylaws must be in compliance with those at the national level, but they are developed specifically by the state level of the organization. Any changes or amendments must be voted on at the state conference by 2/3 of student voting delegates.

A local chapter must have a local constitution and/or bylaws under which it operates. Provisions of these documents must be in compliance with state and national constitutions and bylaws.

To carry out its stewardship responsibility for public funds, the New Jersey Department of Education reserves the right to include additional standards and/or requirements for a grantee that exceed those standards and requirements found in a CTSO's national and state constitutions and bylaws.

### **CTSO Membership**

1. Student members should currently be or formerly been enrolled in the approved CTE program served by the CTSO in which they are members. Activities and competitive events of the organization reflect the educational content of the CTE instructional area and should be based on industry standards.
2. A local chapter can only be established or chartered in the school which has the appropriate approved CTE program for that organization.
3. All members must pay dues for both the state and national levels of the organization. Local membership dues payment is a local chapter/school decision.
4. A student may be a member of more than one CTSO if the student is currently enrolled in, or has been enrolled in more than one appropriate, approved CTE program.
5. The funding source of state and national dues must be a local chapter/school decision. Options are individual student payment, chapter payment, or school payment. No federal career and technical education funds may be used to pay state or national dues.
6. CTSOs must provide an equal opportunity for participation for all student members regardless of race, national origin, creed, gender, location of school or disability. CTSOs should especially focus on efforts to increase the participation of students who are members of special populations.

## IV. SUPERVISION OF STUDENTS DURING EVENTS

### Recommended Guidelines

Student involvement in competitive events and conferences often requires that the students travel throughout the state with overnight stays at facilities. They may also travel out of state to national, or international (with an approved international travel petition) student leadership conferences. It is imperative that students be properly supervised during these events.

1. Each district must retain responsibility for its student delegation at CTSO events. Individual school district policies, procedures and regulations regarding student travel must be followed.
2. There must be a clear written understanding with parents, school districts and chaperones regarding the rights and responsibilities of chaperones during this travel period.
3. There must be a chaperone provided for each gender group when attending overnight conferences and out-of-state meetings.
4. If an individual district cannot provide chaperones for both gender groups, an arrangement with another participating district is recommended.
5. The number of students per advisor/chaperone must adhere to district guidelines.
6. It is strongly recommended that there be one adult advisor/chaperone provided for every 10 students in attendance.
7. When traveling to national conferences, it is recommended that there be one local advisor/chaperone for every seven–eight students.
8. Students and parents must agree to a code of conduct and be responsible for the consequences of each student’s actions. Each CTSO must develop a written code of conduct to be signed by both student and parent prior to attending any overnight events (see example in Appendix C).
9. Districts are required to obtain written parental/guardian permission, including complete medical information for participating students.
10. Districts retain full responsibility for adhering to their own district policies and procedures regarding administration of medications and/or medical treatments for students throughout their participation in CTSO activities.
11. Advisor/chaperone conduct must also be clearly delineated to ensure proper supervision of students during CTSO events. Advisors need to set the example in terms of demonstrating good sportsmanship when competition is involved.
12. The advisor/chaperone is responsible for knowing the whereabouts of all students at all times and for reviewing the code of conduct with students. If the advisor/chaperone is unable to provide proper supervision or cannot be located in an emergency situation, the local principal and/or administrator must be contacted. (See example of Advisor Statement of Assurances in Appendix C.)
13. In the event of any major conduct or disciplinary infraction, the local chapter advisor/chaperone, after consultation with the state advisor, will contact the school principal and the district school superintendent or designee and may send the student home at the expense of the parents/guardians.



## V. PROCEDURES FOR STARTING NEW CHAPTERS

### Basic Steps

Each of the seven career and technical student organizations has step-by-step literature available for starting a new chapter which can be obtained from the state or national office.

Some basic steps are as follows:

1. Become familiar with the materials of the organization you wish to start;
2. Gain the support of appropriate school officials;
3. Get student leaders interested;
4. Infuse the organization into the curriculum;
5. Contact the organization's state advisor for technical assistance;
6. Plan to hold an organizational meeting and electing officers;
7. Kick off a membership drive;
8. Develop a calendar of activities and program of work;
9. Plan a budget; and
10. Elect chapter officers.

Some CTSOs offer additional services such as visits from a state officer(s) and/or a chapter charter ceremony.

## VI. RESOLVING DISPUTES

### Policy

Most disputes that occur within the career and technical student organizations relate to membership reporting, deadline adherence, rule violations and competitive event results. Rules and regulations are found in source documents, such as each CTSO's handbook, and also appear in the appropriate registration material.

### Process

The local chapter advisor should initially report disputes to the state advisor either orally or in writing. CTSOs must have specific appeal processes for competitive event disputes. All information must be available before a decision can be made. The state CTSO advisor provides those procedures and forms to each local chapter, according to the organization's guidelines. In addition, procedures and documentation related to the dispute resolution process must be posted on the CTSO's website.

CTSOs subscribe to the theory of "student governance." Most disputes are presented to the executive board, which generally consists of the state officers of the organization. This student board will review the information and make a recommendation to the state advisor regarding appropriate and/or necessary action. In emergency situations, the state advisor may make the decision.

If a local chapter wishes to pursue a dispute beyond the executive board and/or the state advisor, it should correspond in writing to the appropriate representative of the grant-funded institution. In addition, a copy must be provided to the director of the Office of Career Readiness, New Jersey Department of Education, PO Box 500, Trenton, NJ, 08625.

## VII. PUBLIC RELATIONS

Career and Technical Student Organizations can enhance public awareness of their educational value by conducting promotional activities. Suggestions for positive public relations for the public and for special groups are listed below:

### General Public

1. Publishing and distributing an organizational newsletter;
2. Providing press releases to local and state newspapers on organizational activities;
3. Preparing feature articles on students and events;
4. Writing and performing a school assembly program about the organization;
5. Publishing and distributing reports of organizational activities;
6. Sponsoring radio and TV advertisements or announcements;
7. Providing a booth at conferences;
8. Encouraging restaurants to use placemats supporting CTSOs;
9. Showcasing activities at malls, conferences, etc.;
10. Distributing brochures describing organizational benefits;
11. Developing video for promoting the organization;
12. Providing community service to groups such as the elderly;
13. Sponsoring an open house or a breakfast;
14. Sending brochures to targeted groups such as legislative leaders, teachers and parents;
15. Sending invitations to special events.

### Business and Industry Involvement

Conferences, courses and seminars sponsored by business and industry bring together quality experts, technical leaders and policy makers in government and industry. These programs provide the exposure to current technical and managerial methods to keep abreast of the latest developments in individual occupational program areas. It is through this involvement that educators update the curricula, using current standards, in order that students may acquire the personal and professional skills that business and industry demand.

Technical committee meetings with leaders of CTSOs provide opportunities for educators and students to meet with experienced professionals, gaining knowledge of contemporary business concepts. By learning how to network with business and industry, students develop skills necessary for life-long learning. Educators also benefit by maintaining this involvement with professionals in their occupational areas. In addition, business and industry provide newsletters, conference proceedings, and standards of excellence for the trades and technical literature directed toward specific specialties, which benefit student organizations.

## VIII. SERVICES TO CHAPTERS/SCHOOLS/STATE OFFICERS

### Competitive Events

Competitive events can be conducted for individuals, teams, and chapters. Competitive events are conducted for CTSOs to test students' skills and competencies in each CTE program area. The educational value is in the preparation and motivation to perform at a high level. CTSOs recognize performance, not just ranking. It is paramount that CTSO state advisors plan and execute student competitions in ways that are competent, equitable, and transparent. In addition, student competition policies and procedures must be published for each student competition and posted to the CTSO's website. The Office of Career Readiness reserves the right to review and approve the annual skills competition(s) planned by each CTSO.

### Eligibility for Competitive Events

Payment of membership dues to the state and national CTSO is a requirement for participation and eligibility in state and national CTSOs. Dues must be paid by the published deadlines of the organization for student members to be eligible to participate in competitive events.

### Results of Competitive Events

Competition score cards and all written tests will be retained for one year and must be made available upon request. All digital results will be archived on the CTSO's website. If a student competitor, parent or teacher needs additional information related to the scoring of an event, it must be requested in writing. If a dispute arises out of the inquiry for additional information, then the CTSO's dispute resolution process must be initiated and processed through resolution.

### Chapter Mailings and Database

Each CTSO must maintain a database of current active school chapters and advisors. This database is necessary to send current information to chapters. The database must be kept up to date for efficient communications. It can be used to make mailing labels and name tags, schedule classroom visits by state officers, merge information for national competition correspondence, and even communicate with chapter officers. Managed correctly, the database can be the key to efficient communications and administrative duties of the state office.

### Mailings and Communications

Each CTSO has different needs when it sends mailings of conference and competitive events to chapters. Some CTSO state offices develop handbooks, which they send at the beginning of the school year to each local chapter. This eliminates the need to send individual event mailings before events. Other CTSOs have instituted fax-back systems or are transmitting materials electronically. The state advisor must ensure that all communication for activities and events are sent to the appropriate local chapter advisor at least six weeks before the activity or event. Mailings are sent to state officers regularly about state meetings, conferences and competitive events. Each CTSO must have a website that lists its calendar of events and pertinent information regarding activities and events. This website must be updated regularly.

## APPENDIX A

### National Career and Technical Student Organization Contacts

DECA Inc.  
1908 Association Drive  
Reston, VA 20191  
703-860-5000  
[info@deca.org](mailto:info@deca.org)  
[www.deca.org](http://www.deca.org)

HOSA-Future Health Professionals  
548 Silicon Drive, Suite 101  
Southlake, TX 76092  
800-321-HOSA  
[hosa@hosa.org](mailto:hosa@hosa.org)  
[www.hosa.org](http://www.hosa.org)

Family, Career, and Community Leaders  
of America (FCCLA)  
1910 Association Drive  
Reston, VA 20191-1584  
703-476-4900  
[inbox@fcclainc.org](mailto:inbox@fcclainc.org)  
[www.fcclainc.org](http://www.fcclainc.org)

SkillsUSA  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494  
703-777-8810  
[anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org)  
[www.skillsusa.org](http://www.skillsusa.org)

National FFA Center  
PO Box 68960  
6060 FFA Drive  
Indianapolis, IN 46268-0960  
317-802-6060  
[webmaster@ffa.org](mailto:webmaster@ffa.org)  
[www.ffa.org](http://www.ffa.org)

Technology Student Association (TSA)  
1914 Association Drive  
Reston, VA 20191-1540  
703-860-9000  
[general@tsaweb.org](mailto:general@tsaweb.org)  
[www.tsaweb.org](http://www.tsaweb.org)

Future Business Leaders of America-Phi  
Beta Lambda, Inc. (FBLA-PBL)  
1912 Association Drive  
Reston, Virginia 20191-1591  
703-860-3334  
[general@fbla.org](mailto:general@fbla.org)  
[www.fbla-pbl.org](http://www.fbla-pbl.org)

## APPENDIX B

### CTSO Student Code of Conduct

1. A student member shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the CTSO.
2. A student member shall participate fully in all appropriate conference activities, general sessions, workshops, business meetings, meals, etc. for which he/she has responsibility.
3. A student member shall abide by the dress code adopted by the state chapter.
4. A student member shall be willing to take and follow instructions as directed by those responsible for the activity.
5. A student member shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. A student member shall treat all members equally.
7. A student member shall not damage or deface property at any CTSO activity. Damages to any property will be paid for by the member or his/her school district.
8. A student member shall stay at the designated hotel during the conference and shall keep his/her chapter advisor(s) informed of his/her activities and whereabouts at all times.
9. A student member shall observe curfew at the conference by being in his/her assigned room at the time designated in the conference program and remain quiet and respectful of the hotel guests.
10. A student member shall not violate any state or federal laws (e.g., weapons, cigarettes or narcotics).
11. Alcoholic beverages shall not be consumed or purchased, regardless of the student member's age.

A student member who violates or ignores any of the above code of conduct subjects himself/herself to:

**\*Being removed from the CTSO activity and sent home at his or her expense after consultation with his/her chapter advisor(s).**

**\*Having any honors and/or office withdrawn.**

As a student member, I agree that I must abide by the above code of conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Member

I/we have read the above and understand that \_\_\_\_\_ must abide by the rules and understand the consequences of violating this code of conduct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

**\*\*\*Chapter advisors should maintain a copy of this signed code when at CTSO activities\*\*\***

# APPENDIX C

## Advisor Statement of Assurances

Advisor's Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Advisor/Chaperone conduct should be exemplary at conferences, thus setting a good example for the students. Conduct of advisors/chaperones at all conferences shall adhere to the code established for student conduct and dress. Additionally, good sportsmanship is essential, and it is expected that advisors/chaperones will provide assistance to instill an understanding that there is more to life than just winning.

The CTSO state office requires all advisors and/or chaperones attending the CTSO events to read and sign a copy of this form and return it to the CTSO State office with conference registration materials.

1. Local advisors are responsible for having each student attending the CTSO event read, discuss, sign, and return the **Student Code of Conduct form**.
2. Local advisors are responsible for knowing the whereabouts of their students at all times. Each local advisor should establish a policy with his/her students prior to the conference in order to comply with this regulation.
3. Advisors must have with them at the conference a list of their students, as well as home addresses, home telephone numbers, and parents' or guardians' names and cell phone numbers.
4. Curfew will be enforced by advisors. Local advisors are responsible for room checks to ensure their students are in their assigned rooms at curfew.
5. No use of drugs or alcoholic beverages are permitted by advisors, chaperones or other staff during conferences.
6. Identification badges or official conference buttons will be worn at all times.
7. Chapter advisors are responsible for their delegates' conduct and shall be available to their students at all times or shall have another advisor/chaperone available to their students.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.
9. Advisors shall not violate any state or federal laws in the commission of their duties.

An advisor/chaperone who violates/ignores any of the above statement of assurances subjects himself/herself to: **\*Being invited to submit their resignation from the CTSO organization**

**I have read the STATEMENT OF ASSURANCES and agree to comply with these guidelines.**

Advisor's/  
Chaperone's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chaperone's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chaperone's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In case of emergency, the following local administrators should be contacted:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## APPENDIX D

### CTSO State Advisor Statement of Assurances

Advisor's Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

The CTSO state advisor's conduct must be exemplary, thus setting a good example for the students, chaperones, local advisors, and the public overall. Further, the CTSO state advisor insures that the following responsibilities are executed competently and with fidelity to the related federal/state statutes and codes, as well as CTSO bylaws and regulations:

1. Administers all accounts and processes related to the grant funds and student accounts for the all student members/high school chapters throughout the state.
2. Plans and coordinates state, regional and national conferences adhering to all requirements of the organization and the objectives established in the grant.
3. Plans and implements installation of officers and training of state officers.
4. Prepares all programmatic and fiscal reports and documentation to be submitted for both the funding sources - NJ Department of Education and the national parent CTSO organization.
5. Plans and implements student competitions in ways that are competent, equitable, and transparent.
6. Meets with state and regional advisory boards to facilitate and promote all activities connected to the CTSO program as required by the funding source - NJ Department of Education.

A state advisor who violates/ignores any of the above statement of assurances subjects himself/herself to:

**\*Being invited to submit their resignation from the CTSO organization\***

**I have read the STATEMENT OF ASSURANCES and agree to comply with these guidelines.**

State Advisor's Name: \_\_\_\_\_

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

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