

Washington County School District

CTSO's - Career & Technical Student Organizations

Each CTSO can be represented by **multiple advisors** per high school (please review all pages for stipend qualifications). A **minimum of three CTSO's** must be fully functional at each school, for advisors to qualify for CTSO stipends and hours.

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

- 'Start of School Year - Chapter Officer list' form
due September 15th = \$100 stipend (paid to one advisor per CTSO per school)
- 'National Student and Advisor Registration' form
• (include your national registration form printed from the national website)
due February 15th = \$100 stipend (paid to one advisor per CTSO per school)
- 'Report to the School Board'
due at the end of each CTSO Competition in the Spring

CTSO's (Career & Technical Student Organizations at the high school level)

- The CTSO 'basic' student registration (for state sponsored annual leadership, and for competitive events) will be reimbursed for 10-12th grade students by District CTE when all students and advisors travel together, and stay at the same hotel (student hotel cost is paid through an in-house high school account).
- District CTE reimbursement for 'basic' student registration is provided **after** each event (which requires a paid receipt from state CTSO with student names, and paid hotel receipt with student names).
- The designated **Team Lead CTSO Advisor** arranges for all advisor rooms (based on double occupancy rate) and the bus driver's room (single occupancy).
- **All lodging and travel must be scheduled through the Team Lead CTSO Advisor.**
- CTSO Advisors can request their meal per diem for a CTSO event prior to the event (meals provided by the hotel, and the conference should not be included in the per diem request).
- District CTE will reimburse for students/advisors registration for (up to 8 elected CTSO officers per school).
- Students attending must be registered as elected officers and/or contestants to participate in USBE sponsored CTSO events.

Start of School Year - Chapter Officer list

Due September 15th

(One advisor per school CTSO qualifies for the \$100 stipend*)

Chapter Officer List

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

School: _____

One Advisor per CTSO qualifies for the \$100 _____

Chapter President: _____

Chapter Vice President: _____

Secretary: _____

Other officers: _____
(not to exceed 8 total students)

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

This stipend is paid when each **CTSO Advisor** from their school has submitted the required paperwork **on time**.

Reminder: there must be a **minimum of three** CTSO's functioning per school. To qualify for advisor hours throughout the year -- **each School CTSO must participate in their respective USBE sponsored Fall Leadership event.**

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

National Student and Advisor Registration

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

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

School: _____

One Advisor per CTSO _____
qualifies for the \$100

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

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

*This stipend will be paid when each **CTSO Advisor**
from their school has submitted the required paperwork **on time**.
Reminder: there must be a **minimum of three** CTSO's functioning per school
to qualify for the \$100 stipend.

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

CTSO Annual 'Report to the School Board'

Due at the end of each USBE CTSO Competition Event

A Google doc will be shared with you in the spring so you can submit your results from State & National competitions.

Please indicate how each student placed in their individual and/or team events.

This information will then be presented to the School Board.

