

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)
(provide signed documentation from your school, indicating your CTSO has met the annual chartering requirement of your school.)
- *'National Student and Advisor Registration'* form
due February 15th = \$100 stipend (paid to one advisor per CTSO)
- *'Report to the School Board'* form
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 **District 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 District Travel Agent.**
- 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 7 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 7 total students)

Submit completed form to WCSD-CTE by **September 15th**, to receive a **\$100 stipend**.
*Attach signed documentation from your school, indicating your CTSO has met the annual chartering requirement of your school. 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

Each Advisor will submit (on a Google doc for each CTSO)
the State results for their respective CTSO's
indicating how each student placed
in their individual and/or team events.

This information will then be presented to the School Board.

CTSO Advisor monthly time-card

A **minimum of three CTSOs** must be fully functional at each school, for any advisors to qualify for CTSO stipend amounts. CTSO Advisors can qualify for up to **4-hours beyond contract time**, and **up to 10-hours on non-contract days** (for a total of up to **20-hours per month = up to 80 total hours per year**).

Note: AG Teachers qualify for 20 hours each month during the school year through the SAE program

Hours must be submitted by the last day of each month (payment of hours will be on a semester basis, with payment made the month following each semester). Stipends are limited to one CTSO per teacher.

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

Advisor name _____ Month _____

Date:	List of students participating/activity:	Location:	Times:	Hours:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL hours for the month _____

